

**Plans Examiner (872-29)****Deadline to Apply:**

February 15, 2016

**Work Location:**

Planning & Development  
138 East Court St.  
Cincinnati, OH 45202

**Work Hours:**

80 Hours Bi-Weekly

**Starting Salary:**

\$2,188.77 Bi-Weekly

**Requirements (Education, Experience, Licensure, Certification):**

- Registration as an Architect or Professional Engineer with five (5) years of experience in building design and construction.
- A demonstrated knowledge of Ohio Building Code, construction techniques, architectural drawings and plans, inspection techniques and public relations; demonstrable physical fitness.
- Valid driver's license issued by the state of residency.
- Upon hiring, incumbents in the position must be able to obtain an Interim Master Plans Examiner certification as issued by the Ohio Board of Building Standards within three (3) years, plus must sign an agreement to obtain a Master Plans Examiner certification within five (5) years or employment will be terminated.

**Job Duties (Summary):**

- Examines and reviews technical specifications, drawings and plans of proposals for buildings and/or structures (e.g., commercial, non-commercial, residential or private); ensures code compliance of architectural, mechanical, and structural design; recommends plan approvals or disapprovals of final permit documents; prepares reports reflecting review results, recommendations, etc.; reviews site plans and building design for compliance with County Flood Management regulations.
- Requests that modifications be made to plans as required; responds to inquiries regarding interpretation and application of building codes and other related matters; works with owners, architects, engineers and contractors on job requirements, code problems, etc.
- Prepares correspondence, reports, etc.; compiles files for construction projects and other related information; represents agency in hearings before appeal board.
- May visit sites to make field inspections and ensure code compliance