

NOTICE OF JOB OPENING

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Posting Begins	December 9, 2021	Posting Ends	February 2, 2022
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Position Title	COMMERCIAL PLANS EXAMINER
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Department	NRC	Division	Building Inspection
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	Neighborhood Resource Center
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BRIEF JOB DESCRIPTION: Incumbents in the Commercial Plans Examiner classification is responsible for reviewing plans and related documents and ensures compliance with applicable Building Codes for development occurring within Kansas City, KS. Incumbent is responsible for answering questions from citizens and customers regarding development issues and adherence to applicable building and safety codes; work with other city departments and staff to ensure Building Inspection/NRC concerns are identified in the plan review process and incorporated into any statements of correction; respond to inquiries regarding proposed development projects; manage multi-project workload to ensure timely and effective project reviews; assess and verify site conditions by coordinating with field inspectors as required; provide information to applicants and the general public regarding various permit processes and specific requirements for Building, Electrical, Plumbing, Mechanical and Energy code regulations.

MINIMUM QUALIFICATIONS: Associate's degree in Engineering, Construction, Architecture, or a related field, and at least 3 years of related commercial plans examination experience or any equivalent combination of education and experience sufficient to successfully the essential duties of the position. International Code Council (ICC) Certification as Commercial Plans Examiner or obtain within 12 months of hire. Valid Kansas Driver's License.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$22.54-\$38.25/hr.	PI #	3759	Class. Code	6209
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Ext 1/6/2022

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY

The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.

EOE