

Plans Examiner

City of Keene

If you're a motivated and experienced professional with a strong background in engineering, architecture, or building construction trades, and you're interested in contributing your skills within a challenging and dynamic atmosphere, the City of Keene's Community Development department is seeking a full-time Plans Examiner! The person in this position will be joining a team of dedicated professionals who are working to develop and implement community based strategies to enhance quality growth and development, as well as focusing on promoting and protecting the health and safety of our citizens.

The Plans Examiner plays a vital part in the City's continued growth and development, reviewing all building plans and specifications submitted for permitting by the City to determine compliance with applicable codes and ordinances to ensure that all codes and laws are met. He/she determines that plans submitted for purposes of obtaining building and other permits comply with the applicable building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility and other applicable construction codes and ordinances including Zoning and Site Development.

Other duties include:

- Conducting inspections in the field to ensure compliance with approved building permits and site plans
- Processing permit applications quickly and efficiently
- Managing customer communications, contacts and permit applications in a fair and responsive manner to ensure good public relations.
- Making presentations to civic or professional groups and the public relative to code/ordinance interpretation and compliance.
- Representing the department at various City board meetings when requested.
- Participating in the Zoning Board of Adjustment as required.
- Responding as needed to customer inquiries at counter, via telephone, email or through correspondence.
- Handling customer concerns and complaints with diplomacy and tact.

The ideal candidate will be organized and detail oriented, with excellent public service skills, and able to multi-task in a fast paced environment with frequent interruptions. This position also requires the ability to understand, interpret, and explain regulatory compliance issues; read and interpret legal and property descriptions, ordinance and code documents, technical, and instructional documents, and building plans, blueprints, and diagrams.

Required Education and/or Experience:

- A college degree in engineering, architecture, or building construction preferred with at least five (5) years supervisory experience in the building industry; or an equivalent combination of education and experience.
- Certification as a “Building Plans Examiner” by the Building Officials and Code Administrators Inc. or the International Code Council is preferred.
- One relevant plans examination certificate issued by the Building Official and Code Administrators Inc or the International Code Council is desirable at time of hire.
- Additional certifications in plumbing, electrical and mechanical plans examination is desirable, and it is expected that at least one advanced certification per calendar year will be earned until all possible certifications are earned.
- Valid driver’s license required.

Working for the City of Keene offers you a challenging environment with numerous opportunities for growth and development, interesting and talented colleagues, and an opportunity to move forward while giving something back to your community. You'll receive competitive pay along with a comprehensive benefits program, including health, dental, and life insurances, an Employee Assistance Plan, paid time off, and retirement plans. This position offers a rate of pay of \$60,250 - \$75,274 (\$30.89-\$38.60/hour).

About the area: Keene, NH, also known as “the Currier and Ives corner of New Hampshire,” serves as the regional center for commerce, employment, cultural attractions, outdoor activities, community events, educational resources, fine dining, and historical landmarks. The business community represents the full spectrum of enterprises from family-owned companies to world-wide leaders in industry. Geographically situated in the heart of New England, it allows easy access to several popular metropolitan areas including Boston, Hartford, Portland, New York, and Montreal.

To Apply:

To apply, visit <https://ci.keene.nh.us/jobs> to complete an online application and attach your resume with a cover letter. Applications will be accepted until an adequate pool of candidates has been received, however, candidates who submit their application by **Friday, April 12th** will be given preference.

The City of Keene is an Equal Opportunity Employer.

Salary: This position offers a rate of pay of \$60,250 - \$75,274 (\$30.89-\$38.60/hour).

Closing Date: April 12, 2019