

PLAN EXAMINER II
Department of City Development

PURPOSE: As part of the staff of the Milwaukee Development Center, a Plan Examiner II examines proposed construction plans, processes development permits and certificates, disseminates information related to the issuance of development permits, and serves as a technical resource regarding building and zoning codes.

ESSENTIAL FUNCTIONS:

- ◆ Examine plans and specifications for new construction and alterations to buildings for compliance with all applicable State and City building and zoning codes, regulations and ordinances.
- ◆ Process development permits.
- ◆ Meet with customers to facilitate a variety of processes related to the issuance of development permits across the City including the Department of Public Works as well as City Development.
- ◆ Serve as case manager/facilitator, providing interdepartmental coordination within the Departments of City Development and Public Works.
- ◆ Serve walk-in and phone customers seeking information and assistance.
- ◆ Provide assistance to other Plan Examiners, other Development Center staff, DCD staff, and construction inspectors
- ◆ Perform research using codes, microfilm and internet.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. An Associate's Degree from an accredited college in Building Construction Technology, Architectural Technology or related field and at least 4 years of full-time experience as a construction superintendent or contractor involving large scale construction on public or commercial buildings with responsibilities for design, construction or inspection.

OR

A Bachelor's Degree in Architecture, Engineering, Urban Planning or related field and two years of experience in architecture, engineering, urban planning or related field.

OR

One year of experience as a Plan Examiner I or Building Construction Inspector with the City of Milwaukee.

NOTE: Equivalent combinations of education and experience will be considered.

2. Residency in the City of Milwaukee within 6 months of appointment.
3. Certification as a commercial building code inspector, building construction inspector and HVAC inspector of 1 and 2 family dwellings within 6 months of appointment.

ALL ACADEMIC TRANSCRIPTS RELATED TO THIS POSITION MUST BE SUBMITTED AT TIME OF APPLICATION. (Student copies are acceptable.) Transcripts should be sent to the below address, Attention: Plan Examiner.

REQUIRED KNOWLEDGE, SKILLS, AND OTHER ABILITIES:

1. Training or experience in building construction and mechanical systems (HVAC, sprinkler and fire suppression, plumbing and electrical)
2. Basic understanding of building and zoning codes.
3. Excellent oral and written communication skills
4. Familiarity with Microsoft Office word processing and database applications.

DESIRABLE QUALIFICATIONS:

1. Registration with the State of Wisconsin as an architect or engineer.
2. Certification at time of appointment as a commercial building code inspector, a building construction inspector and HVAC inspector of 1 and 2 family dwellings. Further certifications may be required in accordance with state statutes.
3. Familiarity with the City of Milwaukee zoning ordinance.

THE CURRENT SALARY RANGE (SG 625) IS: \$55,624 – 73,694 annually with excellent benefits. *Recruitment is normally at the beginning of the pay range.*

THE SELECTION PROCESS will be job related and will consist of one or more the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after September 20, 2010. Receipt of applications may be discontinued any time after this date without prior notice. Qualified applicants will be notified of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission not later than ten calendar days after the rejection notice was mailed.

YOU MAY OBTAIN APPLICATIONS and further information from our web site: www.milwaukee.gov/jobs, in person or by mail from City of Milwaukee Department of Employee Relations, Room 706 City Hall, 200 E. Wells St., Milwaukee, WI 53202-3554, or by calling 414-286-3751.