

PLAN EXAMINER III

Department of City Development

PURPOSE: The Plan Examiner III is responsible for reviewing commercial building plans (architectural, structural, HVAC, and fire protection plans) to determine whether they comply with all applicable City and State ordinances and codes. The PE III issues building permits for code-compliant plans; reviews petitions seeking variances to the requirements of the State building code; provides case-management services for complex buildings and sites, and does research on the application of building codes to specific circumstances

ESSENTIAL FUNCTIONS:

- Examine and approve plans for the installation of the architectural and related mechanical and life safety systems pursuant to State and City codes and other regulatory agency requirements.
- Prepare plan review letters and permits reflecting plan approval conditions.
- Determine compliance of plans with City of Milwaukee zoning ordinance.
- Evaluate applications for appeals for variances to State of Wisconsin Enrolled Commercial Building Code and Uniform Dwelling Code. Write variance decisions.
- Provide code interpretations for internal and external customers. Assist in writing code revisions.
- Serve as case manager for complex development projects to coordinate activities of all City of Milwaukee offices involved in plan review and approval.
- Provide in-person and telephone assistance to customers.
- Perform other job-related tasks as assigned

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Architecture, Engineering, or related field from an accredited college or university.
2. A minimum of five years experience in the design and construction of buildings and in dealing with a variety of mechanical and architectural systems.
NOTE: Equivalent combinations of work-experience and education may be considered.
3. Registration with the State of Wisconsin as an architect or engineer or eligible to obtain such registration within one year of appointment.
4. Certification as a commercial building code inspector, building construction inspector and HVAC inspector of 1 and 2 family dwellings within 6 months of appointment.
5. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

REQUIRED KNOWLEDGE, SKILLS, AND OTHER ABILITIES

- Ability to interpret building and zoning codes
- Ability to demonstrate knowledge of construction technology
- Ability to demonstrate excellent oral and written communication skills.
- Ability to demonstrate familiarity with the City of Milwaukee zoning ordinance.
- Ability to demonstrate familiarity with Microsoft Office word processing and database applications.

THE CURRENT SALARY RANGE (SG 629) IS: \$59,178 to \$76,624 annually.

#05-054 – CKS (SM) 05/20/05