

## PLAN EXAMINER III & PLAN EXAMINER II

Recruitment #1811-1850-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DEPT OF NEIGHBORHOOD SRVCS
<b>Open Date</b>	1/11/2019 09:25:00 AM
<b>Filing Deadline</b>	2/1/2019 11:59:00 PM
<b>HR Analyst</b>	Deidre Steward

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### INTRODUCTION

The position will be filled at the level of Plan Examiner III (PG 2JN) or Plan Examiner II (PG 2FN) depending upon the qualifications of the candidate and the needs of the Department of Neighborhood Services. Eligible candidates who successfully complete the selection process will be placed on the highest level eligible list for which they qualify. The eligible lists resulting from this examination may be used to fill similar City of Milwaukee positions.

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

### PURPOSE

Under the direction of the Development Center Manager, the Plan Examiner III and Plan Examiner II examine plans, specifications and other data pursuant to all the regulations of the State of Wisconsin building and heating, ventilating and air conditioning code, City of Milwaukee building and zoning codes and those of other regulatory agencies, for the construction of new structures and buildings and proposed alterations and additions to existing structures and buildings and related mechanical systems.

### ESSENTIAL FUNCTIONS

- Pursuant to State and City codes and other regulatory agency requirements, examine and approve plans for the installation of the architectural and related mechanical and life safety systems.
- Determine compliance of plans with the Milwaukee Zoning Ordinance. Prepare plan review letters and permits reflecting plan approval conditions.
- Review large and complex development proposals as well as provide coordination of all phases of review from pre-submittal meetings, preliminary review services, variance requests, coordination with additional regulatory governmental agencies and issuance of final approvals and permit.
- Serve as case manager for complex development projects.
- Coordinate plan review assignments and respond to inquiries regarding assignments, verify that established benchmarks are being met, and work with management to identify, develop and implement training strategies to improve the plan review process.
- Provide code interpretation for internal and external customers; assist in writing code revisions.
- Evaluate applications for appeal for variances to State and City codes.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## MINIMUM REQUIREMENTS

1. **Both levels:** Bachelor's degree in architecture, engineering, urban planning, building construction or a closely related field from an accredited college or university.
2. **Plan Examiner III (PG 2JN):** Three years of professional experience in building construction, building design, inspector, architecture, or comparable field.

**Plan Examiner II (PG 2FN):** Two years of professional experience as described under Plan Examiner III, above.

3. Certification as a Commercial Building Code Inspector and Building Construction Inspector and HVAC inspector of and 2 family dwellings within 6 months of appointment and throughout employment.

Equivalent combinations of education and experience may be considered, examples of equivalencies include:

A related Associates degree plus five years of experience as described above (Plan Examiner III) or four years of experience (Plan Examiner II).

*IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

## DESIRABLE QUALIFICATIONS

1. Registration with the State of Wisconsin as an architect or engineer.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of zoning administration and code enforcement.
- Ability to read and interpret work-related documents such as laws, regulations, building and zoning codes.
- Ability to interpret technical plans, blueprints, drawings, models and maps.
- Ability to demonstrate knowledge of construction technology.
- Knowledge of principles and processes for providing excellent customer service.
- Ability to maintain accurate and detailed records.
- Ability to perform work with a high degree of accuracy and to be highly organized.
- Written communication skills to write code revisions, reports, and emails and letters to internal and external customers.
- Ability to effectively communicate with diverse individuals regarding inquiries about projects.
- Critical thinking skills to be able to resolve complex issues on a daily basis.
- Time management skills to accomplish work and meet deadlines.
- Proficiency using computer applications such as spreadsheet, database, and word processing.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to establish and maintain good interpersonal relationships.
- Ability to represent the department honestly and ethically.

## CURRENT SALARY

**Plan Examiner III (PG 2JN):**

- The current salary range (Pay Range 2JN) for City of Milwaukee residents is \$70,334-\$87,270 annually, and the non-resident salary range is \$68,608-85,129.

**Plan Examiner II (PG 2FN):**

- The current salary range (Pay Range 2FN) for City of Milwaukee residents is \$66,423-\$71,705 annually, and the non-resident salary range is \$64,793-\$69,946.

Appointment will be made in accordance with the provisions of the salary ordinance. **This is a Career Ladder Position:** Employees will advance through the pay range in accordance with the City of Milwaukee Salary Ordinance upon certification by the Commissioner Building Inspection of having attained the required job performance and demonstrated competencies. The Salary Ordinance can be accessed here: <https://city.milwaukee.gov/ImageLibrary/Groups/ccClerk/Ordinances/Salary/2019SalaryOrdinance12-18-182.pdf>.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2019>.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education 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.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **Friday, February 1, 2019**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

#### **ADDITIONAL INFORMATION**

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

#### **CONCLUSION**

**EEO 207**

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.