



TOWN of CAMP VERDE, ARIZONA
Human Resources Department
JOB POSTING

PLANS EXAMINER – BUILDING INSPECTOR
(Combined Position)

NUMBER OF VACANCIES: 1

POSTING DATE: Oct. 6th, 2016

PAY GRADE: Range 46, Non-Exempt

SALARY RANGE: \$16.85 - \$25.64 per hour

WORK LOCATION: 473 S. Main Street, Suite 108

TYPE OF POSITION: Full Time (40 hours per week), Classified

DAYS & HOURS WORKED

Monday – Thursday, 7 am – 5 pm

Friday, 7 am – 11 am

POSITION CLOSES: Open Until Filled

Internal Only

Internal/External

Application Process

All interested persons must submit a completed and signed Town of Camp Verde job application to the Town of Camp Verde Human Resources Department no later than 5:00 p.m. on Oct. 20th, 2016 to be considered for the first round interviews:

Please submit to: Russ Martin, HR Director

473 S. Main Street, Suite 102

Camp Verde, Arizona 86322

Telephone: (928) 554-0001

E-mail: russ.martin@campverde.az.gov The Town job application can be downloaded from our Town website at

campverde.az.gov or obtain an application from Human Resources Department.

We are an equal opportunity employer.

Job Description

Salary Range: 46



Plans Examiner

Department:	Community Development	Created Date:	3-25-2013
-------------	------------------------------	---------------	------------------

GENERAL PURPOSE: Under minimum supervision, examines building plans of new residential buildings for compliance with the adopted technical building codes and other applicable regulations and ordinances.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reviews residential building plans for compliance with the adopted technical building codes and ordinances.
- Answers questions from and assists the public regarding the codes and application process regulating building construction.
- Maintain records and reports as needed in accordance with the policies and procedures of the department.
- Trains new employees in procedures for completion of assigned duties.
- Acts as liaison with other divisions and applicants through the preliminary code review process for residential projects and small commercial projects.
- Performs other job specific duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED equivalent: AND three year's of experience with municipal or county building permit processes and working with the International Code Council building codes.



BUILDING INSPECTOR

Department:	Community Development	Revised Date:	August 2008
-------------	------------------------------	---------------	--------------------

GENERAL PURPOSE: Under general supervision, reviews plans and specifications, and inspects commercial and residential construction projects for compliance with all building, safety and construction codes and regulations, and with the approved building plans.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Inspects residential and commercial building construction and all building trades activities conducted under permits issued by the Town; assures construction activities are in compliance with all applicable codes, ordinances and regulations; inspects building, electrical, mechanical, and plumbing construction; approves work which conforms to Town codes and zoning regulations; requires corrections to be made when deficiencies are discovered; coordinates inspection work with other departments, agencies and utility providers.
- Reviews plans and specifications of projects to gain familiarity with the projects prior to inspection; performs field inspections to evaluate the work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations; notes deficiencies and deviations from plans; interprets regulations, and issues citations, notices of violation, stop work orders, and occupancy certificates within scope of authority.
- Maintains communications with developers and builders on commercial and residential construction and inspection projects; analyzes practices, identifies problems, and recommends improvements; maintains and updates inspection records, project documentation and Department files.
- Answers inquiries and assists customers with application process, compliance issues, permit review, code enforcement, and other Town standards and regulations; responds to requests for information; provides technical information and assistance to Town staff as authorized; provides assistance to the public within scope of authority; reviews and approves business license and permit applications; generates reports as required.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

None.

