



**BOARD OF COUNTY
WARREN COUNTY, OHIO**
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: PLANS EXAMINER
DEPARTMENT: BUILDING & ZONING
PROBATIONARY RATE: \$21.71 - \$34.40/HOUR (365 DAYS)
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING FEBRUARY 24, 2021.

**VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP
AND EMAIL THE COMPLETED APPLICATION TO:**

WCCOMMAPP@CO.WARREN.OH.US

PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Plans Examiner
Class Title:

Incumbent: Roderick Adler

Department: Building and Zoning
Reports To: Chief Building Official
Pay Range: B(21)
Probation: 365 Days
Work Hours: 8:00 A.M. to 5:00 P.M.

FLSA Status: Non-Exempt
Civil Service Status: Classified
Employment Status: Full-time
Lunch: Unpaid

JOB RESPONSIBILITIES:

Under administrative direction oversees and/or conducts the inspection and review of plans and specifications for all commercial structures and residential building construction in regard to compliance with Residential Code of Ohio, Ohio Building Code, National Electric Code, National Fire Safety Code, with all Referenced Standards and National Flood Insurance Program; performs other related duties as required.

QUALIFICATIONS: Certification qualifications are dictated by the Ohio Board of Building Standards.

Must be a Registered Professional Engineer or Architect with five (5) years experience in said profession, and have a Master Plans Examiner Certification or be able to obtain your Master Plans Examiner Certification from the Ohio Board of Building Standards within 6 months of hire date. Only applicants with the experience required and accepted by the Board of Building Standards to obtain the required certification will be considered. Must possess a valid Ohio Driver's License.

LICENSURE AND CERTIFICATION REQUIREMENTS:

1. Master Plans Examiner Certification by State of Ohio Board of Building Standards.
2. Ohio driver's license.

ESSENTIAL FUNCTIONS:

1. Examines plans for compliance with the Residential Code of Ohio and the Ohio Building Code with all Referenced Standards.
2. May represent County at Ohio Board of Building Standards Board of Appeals.
3. May attend hearings of appeals before State Board of Building Standards.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

4. Reads reports, journals, and other documentation to remain informed of building codes, etc.
5. Must be self-driven and very organized. Warren County is a fast paced building department.
6. May attend monthly meetings with local councils, building officials and code administrators.
7. May meet with Rural Zoning Commission, Zoning appeals Board, Flood Damage Prevention Variance Board, Board of County Commissioners.
8. Demonstrates a regular and predictable attendance.
9. Maintains all required certificate(s) and license(s).
10. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.
11. Stay current with new products introduced into the construction industry and knowledge of the approval process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends regular meetings of building and code officials.
2. Participates in preconstruction meetings either in the office or onsite.
3. Performs other duties as required by Chief Building Official.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: Residential and Commercial Building Codes and Referenced Standards, NFPA, fire safety codes, energy codes, construction practices, methods and materials, inspection techniques and procedures, state codes regulating electrical, plumbing, and heating, ventilation, and air conditioning systems and their installation, techniques and procedures.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Ability to: Develop and maintain working relationships with associates, contractors, Engineer, Architects, and the general public. Communicate effectively, deficiencies in plans being reviewed by phone and electronically.

Prepare weekly report, status of plan review, (completed, in process, and completed plan reviews).

Skills in: Knowledge of the Residential and Commercial Building Codes and all Referenced Standards.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Revised: 01/31/2019