



**Millcreek  
Job Posting  
PLANS EXAMINER II  
Hiring Range: *Depends on Qualifications*  
Competitive Benefit Package**

Posted: May 2, 2019

Posting Closes: May 17, 2019

**JOB SUMMARY**

Millcreek, Utah's newest city is hiring a Plans Examiner II to work under the direction of the Building Official. The Plans Examiner will be responsible for assuring compliance with provisions of the municipal code pertaining to violations of building code through plan review and building inspections

**POSITION(S) SUPERVISED**

This position has no supervisory responsibilities

**TYPICAL DUTIES**

1. Meet performance standards established with the employee's supervisor.
2. Perform a variety of full performance technical duties as needed to assure building plan compliance with local uniform building and zoning codes.
3. Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach.
4. Receive and examine building plans for compliance with uniform building code as to construction, building type, occupancy, fire protection, and location on lot; verifies plans to conform to city ordinances within time guidelines set by the department; interprets regulations and codes to builder and property owners to assist them in correcting construction plans to meet established standards.
5. Process building applications; determine building permit fees and impact fees following established procedures for building type and size for building, plumbing, electrical, water, heating, cooling, energy, and other construction phases as required by law.
6. Conduct pre-project processes and may coordinate the preparation of various drafts of project documents and specifications; advise architects, engineers, contractors, and owners on code and design requirements

7. Make corrections for errors on blueprints; discuss and explain ordinances and codes to concerned home owners and contractors; assume authority and responsibility for plan corrections as to conformance to city ordinances and codes
8. May perform as building inspector; visit building sites or existing buildings to perform inspections including zoning, yard location, footing, foundation, frame, electrical, plumbing, energy, and heating to assure compliance to building codes and ordinances, when needed
9. Assist customers with questions and issue permits. Help maintain complex filing system.
10. Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:
  - a. High School Diploma or G.E.D.
  - b. Three (3) years of experience related to above duties.
2. Special Qualifications:
  - a. Valid Utah Class D Driver's License required.
  - b. Residential and Commercial Combination Building Inspector Certified
  - c. Utah Combination Inspector License
  - d. Certified by the International Code Council as a Building Plans Examiner or obtain within six (6) months.
3. Knowledge, Skills and Abilities:
  - a. Knowledge of building, plumbing, electrical, mechanical, and energy conservation codes; modern construction methods, practices, materials, tools, and equipment; drafting techniques.
  - b. Skill in diplomacy and cooperative problem solving.
  - c. Ability to operate a personal computer and Microsoft products.
  - d. Ability to interpret codes accurately and effectively; ability to read and analyze construction blue prints; ability to perform routine drafting; ability to analyze permanent structures to determine conformity of established codes; ability to develop effective working relationship with the public, fellow workers, supervisors, and local professionals; ability to communicate effectively verbally and in writing; ability to perform advanced mathematical calculations; ability to perform with considerable independence in the job.
  - e. Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach

### **WORKING CONDITIONS**

1. **Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings, weekends and holidays and may be required to travel outside City boundaries to attend meetings. Light physical effort and usually comfortable working positions.

2. **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
3. **Vision:** See in the normal visual range with or without correction
4. **Hearing:** Hear in the normal audio range with or without correction.
5. **Attendance:** Employee is expected to be in the city offices during normal business hours Monday through Friday.

**Application Process:**

Interested applicants should submit a resume with cover letter and references to:

Millcreek Human Resources  
Attn: Stephanie Hampton  
3330 South 1300 East  
Millcreek, UT 84106

**OR**

[shampton@millcreek.us](mailto:shampton@millcreek.us)

**Final candidate must be able to pass background check and pre-employment drugscreen.**

Millcreek is an equal opportunity employer *without regard to age, marital status, color, disability, national origin, sex, sexual orientation, gender identity, race or religion.*