



Plan Reviewer

Salary Band 4

FLSA: Non-Exempt

Reports to: Full-Time staff as assigned

Staff Supervisory Responsibility: No

We Value

Trustworthiness
Openness
The Highest Ethics
Efficient Stewardship
Knowledge
Collaboration
Service
People

General Service Areas/Conditions: Work is performed both indoors and outdoors where uncomfortable weather conditions may exist. Must occasionally lift and/or move up to 25 pounds.

Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.

Performs with excellence, the following tasks, including but not limited to:

- Reviews plans for general conformance with the USBC, federal and state laws, and local ordinances;
- Makes interpretations of the building, electrical, plumbing and mechanical code requirements that define approved system installations;
- Prepares plan review documents outlining code deficiencies identified during plan review;
- Provides customer service to the general public, internal customers, and outside agencies; answers questions related to the code;
- Supports the inspectors by assuring that the approved construction documents are ready for use in the field;
- Acts as liaison between the division, general contractors, trade contractors, and property owners;
- Serves as a technical assistant to the County Building Official;
- Performs technical inspections of residential and commercial/industrial structures for compliance as needed;
- Prepare court documents and testify as needed;
- Participates in code related organizations to communicate and to be involved in the code change process;
- Determines compliance with handicapped accessibility standards for new construction and existing buildings and structures per building code requirements;
- Works with State and local Fire Marshal's offices with plan reviews;
- Participates in the Project Evaluation Committee;
- Responsible for the maintenance, care and cleanliness of all vehicles assigned to you;
- Performs other duties as assigned.

Qualifications:

- Education: Requires a high school diploma or G.E.D., plus additional training or course work in construction related programs;
- Experience: Requires three (3) years of experience and general knowledge in at least one building trade or construction related field;

Be Welcomed. Be Successful. Be Home.

- Complete the core module training and be certified as a Residential Building Plans Examiner within 18 months after date of employment;
- Continue training in trades and specialty areas as directed by Building Official and Department Head;
- Desired: Experience as a Plan Reviewer, Inspector, erosion and sediment control inspector with state certifications;
- Desired: Additional college level work in CAD, Engineering, Building Codes and/or Building trades highly preferred.

Core Skill Sets:

- Working knowledge of building codes and building construction techniques/methods and the ability to apply this knowledge in the analysis and interpretation of construction plans and specifications;
- Working knowledge of Campbell County Codes and utilization of County Code Book;
- Ability to comprehend and interpret blueprints and building plans and recommend corrective measures for inadequacies in planned or existing structures;
- Ability to interpret and enforce building codes firmly and tactfully and to establish and maintain effective working relationships with contractors, architects, property owners, co-workers and the public;
- Ability to physically be able to climb stairs or crawl in low or confined areas for the purpose of making inspections without assistance;
- Must have a legible handwriting;
- Must attend all mandatory code training and code change update seminars to remain certified;
- Ability to utilize the County's adopted software platform.

Recruiter: Public and Employee Relations Haberer Building; First Floor | PO Box 100
 41 Courthouse Lane | Rustburg, VA 24588
 (434) 332-9818 | per@campbellcountyva.gov

Director: Austin Mitchell Campbell County Department of Community Development

Those interested may apply online at: www.campbellcountyva.gov/Employment

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