

Electrical Plans Examiner (I, II, III or IV)

An Overview

The City of Alexandria's Code Administration team is looking to hire an Electrical Plans Examiner I, II, III or IV. The positional level that the selected candidate will be classified as will be commensurate to the attributes displayed in their application.

The Department of Code Administration is seeking an Electrical Plans Examiner. The Electrical Plans Examiner conducts reviews of electrical system plans for compliance with requirements from applicable codes and local jurisdiction regulations. The selected candidate will be placed at the appropriate plans examiner level below. This would be evaluated by the hiring team and based on the selected candidate's experience, certifications, and on where they fit best on the career ladder. This work is performed under the general supervision of a Plan Review Services Division Chief.

The Opportunity

- Assist inspectors regarding code interpretations and functional intent of USBC requirements, construction methods and performance of materials;
- Reviews construction documents with contractors, homeowners, architects, and engineers regarding the requirements of the USBC, related construction practices and industry standards;
- Coordinates architectural layouts with structural, mechanical, plumbing, electrical and fire-protection to minimize potential construction or performance conflicts between systems;
- Conducts research, as needed, and evaluates equipment, materials, and construction assemblies for compliance with USBC requirements and industry standards;
- Reviews and approves shop drawings and third-party quality control inspection reports submitted pursuant to the USBC and the City of Alexandria Special Inspections Program;
- Utilizes available electronic tools to assist in reviewing and processing permit and construction;
- Works with other plans examiners, inspectors, permit center staff and administrative staff documents;
- Attends training to maintain continuous education and certification requirements;
- Maintains a current knowledge of City and department policies, procedures, and guidelines

The Ideal Candidate

Plans Examiner I

To qualify for the Plans Examiner I, you must have an Associate's degree in engineering, architecture, building construction or related sciences; or an equivalent combination of education, training, and experience.

Plans Examiner II

To qualify for the Plans Examiner II, you must have an Associate's degree in engineering, architecture, building construction or related sciences; three years of experience performing professional engineering work in the Plans Examiner's primary discipline – architectural, electrical, fire protection, mechanical, plumbing energy or structural; or one year of satisfactory performance employed as a Plans Examiner I; or an equivalent combination of education, training, and experience.

Plans Examiner III

To qualify for the Plans Examiner III, you must have an Associate's degree in engineering, architecture, building construction or related sciences; or five years of experience performing professional engineering work in the Plans Examiner's primary discipline – architectural, electrical, fire protection, mechanical, plumbing, energy or structural; or one year of satisfactory performance employed as a Plans Examiner II with the City of Alexandria; or an equivalent combination of education, training and experience.

Plans Examiner IV

To qualify for the Plans Examiner IV, you must have an Associate's degree in engineering, architecture, building construction or related sciences; seven years of experience performing professional engineering work in the Plans Examiner's primary discipline – architectural, electrical, fire protection, mechanical, plumbing, energy or structural; or two years of satisfactory performance employed as a Plans Examiner III with the City of Alexandria; or an equivalent combination of education, training and experience.

All candidates must have a valid driver's license, and selected candidate must meet active City of Alexandria Plans Examiners Career Ladder requirements, per the positional level that the selected candidate will be classified, within the probationary period of twelve (12) months after their original appointment.

The ideal candidate must be a professional and have the energy, vision, desire, and passion needed to service the residents and owners of Alexandria. The ideal candidate will assist customers with understanding city processes and requirements, work with other departments and agencies to facilitate stream-lined reviews and performs combination plans examination work reviewing residential and commercial construction documents for compliance with Virginia's Uniform Statewide Building Code (USBC). This candidate will have extensive knowledge National Electrical Code and current construction procedures/technology. This position will work independently and effectively with minimum supervision.

About the Department

The City of Alexandria's [Department of Code Administration](#)'s focus is to assist customers to achieve compliance with the Virginia's Uniform Statewide Building and Maintenance Codes (USBC), and the City Code nuisance and development provisions. The department contains five divisions: The Permit Center, Property Maintenance Inspections, New Construction Inspections, Plan Review Services, and Administrative Services. If you are curious for a broader view of our City government [click here](#), or for a broader view of the City of Alexandria [click here](#).

Necessary Special Requirements

Successful completion of the following Virginia Department of Housing and Community Development (DHCD) Plans Examiner II certifications within the employee's probationary period of twelve (12) months after their original appointment:

- Building: DHCD Commercial Building Plans Examiner Certification AND DHCD or ICC Energy Plans Examiner
- Electrical: DHCD or ICC Energy Plans Examiner AND one additional DHCD Plans Examiner Certification
- Fire Protection: DHCD or ICC Energy Plans Examiner AND one additional DHCD Plans Examiner Certification
- Mechanical/Plumbing: DHCD or ICC Energy Plans Examiner AND one additional DHCD Plans Examiner Certification
- Site Plan: ICC Accessibility Inspector/Plans Examiner Certification AND one additional DHCD Plans Examiner Certification

Preferred Qualifications

A certified and practicing combination – building, electrical, mechanical, and plumbing - plans examiner.

Notes

A valid driver's license issued by their state of residence is required.

This position requires the successful completion of the following pre-employment screenings:

- Criminal History Records Check