

**CITY OF HARRISONBURG**  
invites applications for the position of:

# Plans Reviewer

An Equal Opportunity Employer

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**SALARY:**

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$22.85 - \$26.28	\$1,828.00 - \$2,102.40	\$3,960.67 - \$4,555.20	\$47,528.00 - \$54,662.40

**OPENING DATE:** 05/10/22

**CLOSING DATE:** Continuous

**DESCRIPTION:**



**Are you seeking an opportunity to utilize your knowledge, skills, and abilities related to building inspections work or the building construction trades/inspection fields? If so, apply to become the next Plans Reviewer with the City of Harrisonburg's Community Development Department!**

The Plans Reviewer is a full-time position with benefits and a preferred hiring range of \$22.85 - \$26.28 per hour (equivalent to \$47,528 - \$54,662 annually); however, an exact salary will be dependent upon the selected candidate's qualifications/experience and in compliance with City policy.

The Plans Reviewer is responsible for performing a variety of detailed plan reviews to ensure compliance with a variety of laws and ordinances, including the Virginia Uniform Statewide Building Code. The ideal candidate will thrive in a work environment with limited supervision while ensuring thorough and quality reviews are conducted.

As the Plans Reviewer, you will:

- Review plans for conformance with standards and compliance with applicable codes;
- Prepare and review evaluations;
- Coordinate renovations with architects and engineers;
- Work with contractors, owners, and developers to secure compliance with approved plans and permits;
- Approve and issue building and demolition permits;
- Conduct site inspections;
- Confer with contractors and owners on code compliance matters;
- Answer questions from private citizens, contractors, and builders;
- Attend meetings and maintain necessary records and reports, including assisting the office with clerical work as needed.

## Minimum Requirements:

- Associate's/Technical degree with coursework in architecture, civil engineering, building construction or related field and considerable (3-5 years) experience in building inspections work, or an equivalent combination of education and experience.
- A minimum of three (3) years experience in one or more of the building construction trades or inspection fields.
- Valid driver's license.
- [Click here to view the physical requirements of this position.](#)

## Special Requirements:

- Requires certifications from the Virginia Department of Housing and Community Development as a Combination Residential Inspector and a Residential Building Plans Examiner or the ability to obtain such certification within eighteen (18) months from date of hire.
- Requires certifications from the Virginia Department of Housing and Community Development as a Combination Commercial Inspector, Property Maintenance Inspector, and a Commercial Building Plans Examiner or the ability to obtain such certifications within thirty-six (36) months from date of hire.
- Requires ability and willingness to be on call for off-hours emergency response and to participate in a rotating, stand-by work program.

The ideal candidate for this position will have:

- Thorough knowledge of the procedures for the review of construction plans, common terminology associated with the architectural and engineering profession, and building codes and related laws and ordinances, including general knowledge of the Virginia Statewide Building Code.
- The ability to:
  - Read and interpret plans, specifications, and blueprints of ordinary complexity quickly and accurately and to compare them with construction in process;
  - Detect poor design in plans review, inferior materials, and hazards of fire and collapse;
  - Identify code violations and defects in the field.
  - Establish and maintain effective working relationships with building owners, architects, engineers, contractors, and the general public.

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- DMV record review;
- Drug screening; and
- Criminal background check.

**To Apply:** In order to be considered, all candidates must submit a complete a City of Harrisonburg online employment application, to include previous work experience and education history. This position may close at any time after 10 calendar days. (posted 05/10/2022)

***The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave and holidays.***

***All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.***

***The City of Harrisonburg is an Equal Opportunity Employer.***

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.harrisonburgva.gov/employment>

Job #5308 - (May 2022)  
PLANS REVIEWER  
CM

OUR OFFICE IS LOCATED AT:  
409 South Main Street  
Third Floor  
Harrisonburg, VA 22801  
540.432.8920  
540.432.7796  
[employment@harrisonburgva.gov](mailto:employment@harrisonburgva.gov)

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