

**DEPARTMENT HEADS AND DIVISION CHIEFS
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PROMOTIONAL/EMPLOYMENT OPPORTUNITY

<u>Vacancy No.</u>	233-1
<u>Title of Position</u>	Assistant Plan Reviewer Vacancy exists in the Building Inspection Department
<u>Salary Range</u>	\$41,163 - \$46,381
<u>Date Posted</u>	August 21, 2017
<u>Deadline for Applying</u>	September 1, 2017
<u>Remarks</u>	This is a Classified/Exempt Position Examination Weight: 100% Education & Experience
<u>Statement of Duties</u>	Under the general supervision of the Building Official and Senior Plan Reviewer will assist in reviewing construction documents such as plans, building permit applications and specifications for conformance with the International Residential Code and all RI amendments. Duties will include performing structural and non-structural plan reviews for compliance with International Residential Code with RI amendments and all regulations; performing and completing one and two family plan reviews; logging and recording the status of all projects; communicating effectively with owners, architects and engineers; keeping accurate records of all plans submitted for review; performing related work as required by the Director, Building Official or alternate Building Official. Must be able to read and understand blueprints/plans and be familiar with all aspects of the International Residential Building Code.
<u>Special Remarks</u>	Will be requested to enroll within one year of date of hire in the RI Building State Certification Program and to initiate the necessary requirements to achieve Certified Building Official status. Applicants will also be subject to a background criminal check prior to employment. Negative findings may prevent applicant from being considered.
<u>Education & Experience</u>	Associates Degree or equivalent from a two-year college or technical school, with at least five years related work experience and/or training; or equivalent combination of education and experience.
T.D.D.: 739-9150	Telecommunications for the Deaf