

PLAN EXAMINER II

Department of City Development

PURPOSE: As part of the staff of the Milwaukee Development Center, a Plan Examiner II examines proposed construction plans, processes development permits and certificates, disseminates information related to the issuance of development permits, and serves as a technical resource regarding building and zoning codes.

ESSENTIAL FUNCTIONS:

- ❖ Examine plans and specifications for new construction and alterations to buildings for compliance with all applicable State and City building and zoning codes, regulations and ordinances.
- ❖ Process development permits.
- ❖ Meet with customers to facilitate a variety of processes related to the issuance of development permits across the City including the Department of Public Works as well as City Development.
- ❖ Serve as case manager/facilitator, providing interdepartmental coordination within the Departments of City Development and Public Works.
- ❖ Serve walk-in and phone customers seeking information and assistance.
- ❖ Provide assistance to other Plan Examiners, other Development Center staff, DCD staff, and construction inspectors
- ❖ Perform research using codes, microfilm and internet.

MINIMUM REQUIREMENTS:

1. An Associate's Degree from an accredited college in Building Construction Technology, Architectural Technology or related field and at least 4 years of full-time experience as a construction superintendent or contractor involving large scale construction on public or commercial buildings with responsibilities for design, construction or inspection.

OR

A Bachelor's Degree in Architecture, Engineering, Urban Planning or related field and two years of experience in architecture, engineering, urban planning or related field.

OR

One year of experience as a Plan Examiner I or Building Construction Inspector with the City of Milwaukee.

NOTE: Equivalent combinations of education and experience will be considered.

2. Residency in the City of Milwaukee within 6 months of appointment.
3. Certification as a commercial building code inspector, building construction inspector and HVAC inspector of 1 and 2 family dwellings within 6 months of appointment.

REQUIRED KNOWLEDGE, SKILLS, AND OTHER ABILITIES:

- ❖ Training or experience in building construction and mechanical systems (HVAC, sprinkler and fire suppression, plumbing and electrical)
- ❖ Basic understanding of building and zoning codes.
- ❖ Excellent oral and written communication skills
- ❖ Familiarity with Microsoft Office word processing and database applications.

DESIRABLE QUALIFICATIONS:

- ❖ Registration with the State of Wisconsin as an architect or engineer.
- ❖ Certification at time of appointment as a commercial building code inspector, a building construction inspector and HVAC inspector of 1 and 2 family dwellings. Further certifications may be required in accordance with state statutes.
- ❖ Familiarity with the City of Milwaukee zoning ordinance.

THE CURRENT SALARY RANGE (SG 625) IS: \$52,406 to \$69,430 annually.

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