

PLAN REVIEWER I/II+

This recruitment is open until the position is filled or a sufficient number of applications have been reviewed to establish a qualified candidate pool.

Annual Salary Range:

Level I: \$69,486 - \$92,764

Level II: \$75,324 - \$100,558

This position is part of a flexible classification. Qualified candidates may be hired at either level based on their experience, education and training as determined by the hiring authority.

The City of Tempe offers a comprehensive benefits package including:

- Pay Increases occur in July
- 13 Paid Holidays, 1 Personal Day, 8 hours Winter Holiday Leave
- Vacation Accrual; starts at 9.33 hours/month
- Sick Leave Accrual; 8 hours/month
- Medical, Dental and Vision Benefits
- Wellness Program Discount on health premiums
- Medical Reimbursement Program; \$53/month
- Tuition Reimbursement; \$6,000/year
- Participation in the Arizona State Retirement System (ASRS) Defined benefit plan with mandatory employer and employee contributions currently at 12.29% which includes a Long-Term Disability benefit
- Supplemental Retirement Plans through Nationwide; 457, 401K, and Employer contribution

To view the employee benefit summary, please visit:

[Employee Benefit Summary](#)

Department / Division:

Community Development / Building Safety

Job Type:

Full-Time Regular

Schedule:

Monday – Friday; 8:00 am – 5:00 pm

Job Number:

RC# 902006

MINIMUM QUALIFICATIONS

Work Experience:

Level I:

Three (3) years of building construction or design experience with commercial, industrial, multi-family and residential projects, including experience in general building code review including structural components, mechanical, electrical and plumbing systems.

Level II:

Four (4) years of building construction or design experience with commercial, industrial, multi-family and residential projects, including experience in general building code review including structural components, mechanical, electrical and plumbing systems; including two (2) years of experience working as a plan reviewer in a government or government contract agency, one (1) of the two (2) years shall be experience reviewing both residential and commercial projects and the complete building envelope scope of work.

Years of experience are based upon a full-time work schedule (2,080 hours per year). The sum of an applicant's full-time and/or part-time qualifying work experience must meet or exceed the stated minimum qualification. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.

Education:

Both Levels:

Equivalent to a bachelor's degree from an accredited college or university with major course work in civil, structural, mechanical, electrical engineering or degree related to the core functions of this position or equivalent related job experience.

The term "equivalent" means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college education (30 credit hours).

Certifications, Licenses, and/or Registrations:

Level I:

- Possession of a valid driver's license.
- Possession of, or required to obtain within six (6) months of hire, an ICC Building Plans Examiner or equivalent certification.

Level II:

- Possession of a valid driver's license.
- Possession of an ICC Building Plans Examiner and one (1) additional commercial certification as listed below or equivalent certifications:

Electrical Plans Examiner, Plumbing Plans Examiner, Mechanical Plans Examiner, Combination Plans Examiner, Commercial Building Inspector, Commercial Electrical Inspector, Commercial Plumbing Inspector, Commercial Mechanical Inspector, Commercial Combination Inspector, Certified Building Official, Master Code Official, Reinforced Concrete Special Inspector or Structural Masonry Special Inspector.

Registration as a professional engineer (PE) or architect in the state of Arizona may substitute as an additional certification.

ADDITIONAL REQUIREMENTS

Applicants considered for this job classification must pass the following:

- Criminal history background investigation

ESSENTIAL FUNCTIONS

For a complete list of City of Tempe job descriptions go to:

<https://www.tempe.gov/government/human-resources/careers/job-descriptions>

This position is FLSA Exempt which means employees are not eligible for overtime compensation and/or compensatory time.

Employees in this position are represented by the United Arizona Employees Association (UAEA).

EQUAL EMPLOYMENT OPPORTUNITY: *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*