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<b>JOB TITLE:</b>	Commercial Building Plans Examiner	<b>GRADE:</b>	13
<b>DEPARTMENT:</b>	Division of Permits and Inspections	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Deputy Code Official		

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**GENERAL DEFINITION OF WORK:**

Responsible for reviewing both residential and non-residential construction documents for compliance with local building codes, ordinances, fire protection codes, and Maryland Accessibility requirements. Direct supervision is received from the Deputy Code Official. This position requires a high level of professionalism and customer service.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Review construction documents for residential and non-residential projects for compliance with state and local codes and ordinances, including written comments and responses.
2. Answers questions and assists design professionals, architects, engineers and the general public by phone or in-person meetings with regards to code requirements and solutions to specific problems.
3. Assists with the coordination of preliminary reviews of new residential and non-residential projects with other agencies.
4. Participates in meetings and committees on an as needed basis.
5. Enters plan review comments and approvals in permitting software system.
6. Research, interprets and utilizes codes in response to applicants, architects, engineers, contractors and the general public.
7. Participates in training sessions and attends CEU classes related to building codes.
8. Reviews site plans for building code compliance.
9. Reviews specifications and calculations and advises applicants on methods of compliance.
10. Performs occasional site visits as necessary to ensure accuracy for plan review.
11. Performs other duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Extensive knowledge of building, fire, ADA and local state and federal codes.
2. Ability to read and evaluate plans and specifications.
3. Ability to communicate building and site regulations to architects, engineers, and developers.
4. Knowledge of structural principles and general building practices.
5. Strong and effective written and oral communication skills.
6. Ability to multi-task in a fast-paced environment.

**EDUCATION AND EXPERIENCE:**

1. Bachelor's degree in architecture, construction or other relevant programs (preferred).
2. Minimum of 5 years' experience in building plan review as a plans examiner ( preferred).
3. ICC Commercial Plan Review Certification ( preferred or ability to obtain within 12 months of employment)
4. ICC Residential Plan Review Certification ( preferred or ability to obtain within 12 months of employment)

**PHYSICAL REQUIREMENTS:**

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, and copier. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

**SPECIAL REQUIREMENTS:**

Ability to obtain and maintain a valid driver's license.

Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential tasks.

Rev: 11/24, 6/25

**Easy Ways to Apply:**

1. Visit our website at <https://www.washco-md.net/jobs/>  
or
2. Complete and email an Application to [HR@washco-md.net](mailto:HR@washco-md.net)  
or
3. Complete and mail Application to:  
**Washington County Human Resources Department,**  
**100 W. Washington Street, Room 2300,**  
**Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:**

**OPEN UNTIL FILLED.**