



Pelham Alabama
Embrace the Outdoors Southern Style



The City of Pelham is currently accepting applications for the full time position of Plans Examiner in the Development Services & Public Works Department. This job involves examining plans and construction drawings for new construction, alterations, and repair work to determine if plans, workmanship and materials confirm to relevant building codes. Work is essentially performed in an office setting under the direction of the Building Official who, along with the Fire Chief, reviews work for adherence to codes and ordinances.

- Reviews residential, commercial and industrial plans for acceptable structural strength, stability, energy conservation, sanitation, accessibility for the disabled, light, ventilation, fire standards and exits
- Ensures compliance with soil erosion and sediment control codes and sign and zoning ordinances
- Reviews plans for compliance with flood plain development guidelines; collects elevation/flood proofing certificates and notes proper methods of flood proofing to owners/designers/contractors to assure compliance with the National Flood Insurance Program
- Reviews automatic fire suppression systems, and fire alarm drawings to ensure they meet the minimum standards established by the codes
- Verifies fire districts and business licenses as well as any specially-zoned properties, i.e., overall districts and ensure adherences to these regulations
- Coordinates plan examination and reviews with other specialized code enforcement areas; consults with architects, engineers, and building inspectors
- Makes recommendations of code interpretation and requirements; assists building inspectors in properly interpreting plans and specifications
- Answers inquiries pertaining to the building code and construction procedures. Prepares periodic records and reports.

High school diploma or GED required with at least eight years of experience examining building plans for a local or state government agency. Must hold Building Plans Examiner certification from International Code Council or be willing to become certified within first year of employment.

The salary range for this position is \$54,870 to \$74,783 depending on qualifications. The City of Pelham also offers comprehensive medical and dental benefits and public employee retirement system contributions.

Applicant must satisfactorily pass a background investigation and pre-employment drug screen after receiving conditional offer of employment. Applications are available on this website and can be downloaded. Please forward application, resume and cover letter to cporter@pelhamalabama.gov or to the City of Pelham, Human Resources, P.O. Box 1419, Pelham, AL 35124 or dropped off at Pelham City Hall. Application packets will be accepted until June 19, 2018, at 5:00 p.m.

City of Pelham is an Equal Opportunity Employer and is E-Verify compliant.