



## TOWN OF COLLIERVILLE POSITION VACANCY

**OPEN TO:** General Public

**TITLE:** Plans Examiner

**LOCATION:** Development – Building Codes

**OPENING DATE:** September 22, 2020

**CLOSING DATE:** Until Filled

**JOB NUMBER:** JN20-52DC

**CLASS CODE:** 0615

**SALARY:** \$39,254 - \$42,000 annually (DOQ) with *excellent benefits package*

**FLSA STATUS:** Non-exempt

**PRIMARY FUNCTION:** This position requires the performance of highly professional, technical work involving the examination of construction documents for compliance with statutes, codes, and ordinances.

**QUALIFICATIONS:** Requires an Associate's Degree with major course work in Building, Engineering, Architecture, Building Construction or a related field; and five (5) years' experience in the building construction industry or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**SPECIAL REQUISITES:** Must obtain Plans Review Examiner certification from the International Code Council and the Building Inspector certification issued by the State of Tennessee. One within six (6) months and both within twelve (12) months of employment and maintain certifications throughout employment.

**LICENSES:** Must possess and maintain a valid motor vehicle operator's license.

**NOTES:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10 – 20 pounds). Must be able to pass a work related drug test.

**WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.**

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville, TN

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

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THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.