



## **IMMEDIATE OPENING**

Creative Human Resources Concepts, LLC (CHRC) is currently recruiting for contract, long term assignment for a client located in Mesa, AZ.

### **Senior City Plans Examiner (Fire Plan Review)**

**JOB DESCRIPTION:** Will perform advanced and complex plans examination work and coordinate multidisciplinary plan review activities in support of the central plans review function.

**ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE:**

- Communicates with plan review team members, developers, the general public, other employees, vendors, management, contractors, public officials, architects, engineers, and other development-related personnel in order to comprehend a proposed development and explain the applicable regulations/policies in everyday terms.
- Prepares written plans review reports, investigation reports, letters, memos, code amendments, and ordinances.
- Comprehends verbal communications in response to in-person or phone inquiries to the general public and development industry representatives.
- Inspects, monitors, and evaluates information to determine compliance with prescribed safety and development standards, regulations, guidelines, etc.
- Distinguishes colors (i.e., working with electrical wires) to verify compliance with development regulations and codes.
- Prepares development plans review reports for distribution to permit applicants and other staff.
- Moves objects (construction documents/plans weighing up to 40 lbs.) up and down stairs for distances of up to 100 feet.
- Conducts pre-development and pre-design review meetings to convey the client's development requirements.
- Serves as a central point of contact for customers, clients, and other departmental staff.
- Other duties as assigned

**REQUIRED EDUCATION/EXPERIENCE/CERTIFICATES AND LICENSES:**

- Advanced degree preferred.
- Any combination of training, education and experience equivalent to a minimum of 5 years of specific city plans review experience related to the **program area of Fire**, and interpreting and applying codes, ordinances, and national standards (example: building, mechanical, plumbing, electric, fire, civil engineering) to include compliance with standard operating procedures, federal regulations (American with Disabilities Act [ADA], Federal Aviation Administration [FAA], Housing and Urban Development [HUD], etc.), state regulations (Arizona with Disabilities Act Accessibility Guidelines [AzDAAG], Fire Codes, Health Codes, Maricopa Association of Governments [MAG], etc.), or other standards/guidelines (City development regulations and codes).
- Certification as a Fire Inspector and certification as a Building Plans Examiner are highly desirable for Fire assignment.
- College or technical school coursework pertinent to the assigned function (example: civil or mechanical engineering, architecture, building construction, or a closely related field) is preferred.
- Ability to read and interpret engineering, architectural, and construction drawings and diagrams;
- Ability to prepare clear and concise written plans and review comments in order to specify information, requirements, and calculations that are necessary to prepare plans for approval.





- Excellent written and verbal communication skills required.
- Ability to use a PC (e.g., word processing, database, spreadsheet).

Any job offer is contingent upon the successful completion of criminal background check, employment verifications, reference checks, fingerprinting and pre-employment drug screen. All qualified candidates for this position must be eligible to work in the United States.

**HOURS/SHIFT:** Mon-Thurs – 7:00 a.m. to 6:00 p.m.

**PAY RATE:** \$27.36/hr.

**TERM:** Contract – Long Term up to 1 year

Qualified applicants can email their resumes for review to [pcart@chrc4work.com](mailto:pcart@chrc4work.com).

