



-EMPLOYMENT OPPORTUNITY- **PLANS EXAMINER I**

DEPARTMENT: COMMUNITY DEVELOPMENT
SALARY RANGE: \$22.89 - \$29.20/HR
OPENING DATE: JANUARY 22, 2008
CLOSING DATE: OPEN UNTIL FILLED; FIRST REVIEW FEBRUARY 4, 2008
(APPLICATIONS MUST BE RECEIVED BY THE PERSONNEL OFFICE ON OR BEFORE THE CLOSING DATE.)

IN ORDER TO BE CONSIDERED FOR THIS POSITION, YOUR APPLICATION PACKET MUST INCLUDE EACH OF THE FOLLOWING ITEMS:

1. Kitsap County Application Form
2. Supplemental Questionnaire

GENERAL STATEMENT: An employee in this position reviews residential and small commercial building plans for compliance to applicable codes, ordinances, and regulations to ensure the structural integrity and safety of all building within the County. The employee authorizes issuance or denial of permits and serves as primary contact for construction code related questions for building designers, architects, engineers, contractors, attorneys, the general public and other county employees. Work is performed with some supervision and employee has the latitude to exercise independent judgment and initiative within established policies, guidelines, and procedures. Work is reviewed periodically by the supervisor for accuracy of professional judgment and compliance with departmental goals, policies, and codes through reports, meetings, and conferences.

MINIMUM QUALIFICATIONS: Two years experience in building code compliance, preparing or examining building plans or structural design is required; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work. Experience with infiltration and hydraulic review is desirable.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS: Certified Plans Examiner or Building Inspector by I.C.C. or equivalent certification is desirable and is required within six months of employment. Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

Examiner: Judy Gilpin

Kitsap County is an Equal Opportunity Employer and encourages applications from all persons without regard to race, creed, color, national origin, religion, sex, age, marital status, disability, sexual orientation or veteran status. Kitsap County provides reasonable accommodation to its employees and the public with disabilities, including disabled veterans. If you wish more information, contact Kitsap County Personnel Division.

Kitsap County Courthouse # 614 Division Street, MS-23 # Port Orchard, Washington, 98366-4676
www.kitsapgov.com # Telephone # Personnel (360) 337-7185 EXT. 0 # 24 Hour Job Line (360) 337-7185 EXT. 1

INSTRUCTIONS FOR COMPLETING THE KITSAP COUNTY APPLICATION PACKET

READ & FOLLOW ALL DIRECTIONS!

1. An original, completed, and signed Kitsap County application packet is required for each position for which you are applying.
2. **Read the Employment Opportunity Posting Sheet carefully to ensure you submit all required documents.**
3. If additional pages for work experience are needed, please choose from the following options:
 - a. available at the Kitsap County Personnel office
 - b. copy the back of the application before completing it
 - c. print out continuation sheets on our web site
 - d. hand prepare your own as long as you follow the same format.**Each page of work experience must have your original signature.**
4. A supplemental questionnaire is generally included as the last few pages of the application packet. Your responses to the questions on the supplemental questionnaire and Kitsap County application will be used to determine if you are eligible to continue in the selection process. Please do not use acronyms or abbreviations on your application.
5. **Complete the application packet and other requirements in full. Your application will be considered incomplete and will not be evaluated, if you submit a résumé or mark "see résumé" in place of the required application material.**
6. If you are invited to an interview, you may bring extra material, such as a résumé, certificates of training, examples of work performed, performance evaluations, letters of reference, etc...
7. Keep a copy of your application materials for your records. We are not able to make copies for you.
8. The completed application packet **must** be returned to the Personnel Office by **4:30 pm on the closing day**. Remember, applications mailed after or postmarked after the closing date (unless postmarks are excepted for that specific position) will not be accepted or considered. If the hiring department is accepting postmarked applications, it will be stated on the Employment Opportunity Posting Sheet, and the envelope must be postmarked by the closing date.
9. Return application packets as follows:

IN PERSON: Personnel Office is located at 614 Division St in the Bullard Building in Port Orchard.

BY MAIL THROUGH USPS: Personnel Office; 614 Division St., MS-23; Port Orchard, WA 98366

MAILED THROUGH OTHER CARRIERS SUCH AS FedEx or UPS: Personnel Office; 507 Austin Ave; Port Orchard, WA 98366

BY FAX: (360) 337-7187 – Faxed applications must be received by the Personnel Office before midnight of the closing date. *Please keep your originals.*
10. **Some application packets may require additional postage, so be sure to use the correct postage amount when mailing. Kitsap County will not consider application packets that are received with postage due.**
11. You will usually receive notice within 6-8 weeks of the status of your application. If, after that time period, you have not received notification of your status, please contact the Personnel Analyst identified on the job posting sheet.
12. If you have any questions, or need more information, please contact the Kitsap County Personnel Office at (360) 337-7185, ext. 0.
13. Any applicant using education to meet the minimum qualifications will not be hired until their transcripts from an accredited college or university have been received.

KITSAP COUNTY CLASSIFICATION DESCRIPTION

TITLE: PLANS EXAMINER 1

DEPARTMENT: Community Development

REPORTS TO: Manager, Building

GENERAL STATEMENT:

An employee in this position reviews residential and small commercial building plans for compliance to applicable codes, ordinances, and regulations to ensure the structural integrity and safety of all building within the County. The employee authorizes issuance or denial of permits and serves as primary contact for construction code related questions for building designers, architects, engineers, contractors, attorneys, the general public and other county employees.

Work is performed with some supervision and employee has the latitude to exercise independent judgment and initiative within established policies, guidelines, and procedures. Work is reviewed periodically by the supervisor for accuracy of professional judgment and compliance with departmental goals, policies, and codes through reports, meetings, and conferences.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

Perform technical reviews for all residential and small commercial building permit applications, including infiltration and hydraulic review. Evaluate proposed plans and specifications for compliance with building, plumbing, mechanical, fire safety, energy code, environmental, flood hazard, design, energy, barrier free requirements, zoning codes, and ordinances and resolve conflicts within the scope of individual authority. Perform mathematical calculations such as allowable building height, number of stories, heat loss, stress compliance factors, composition of structural components, soils, and load bearing capacity. Check fire-resistive construction for required exterior walls, occupancy and area separations, floor-ceiling assemblies, including fire doors and erosion control and backflow prevention. Authorize issuance or denial of permits.

Assure that all required reviews are completed prior to issuance of permit. Prepare a list of corrections or clarification of reviewed plans and communicate this to applicant, contractor and/or engineers orally or in writing as required.

Schedule and participate in pre-submittal meetings with permit applicants, advising them of code requirements and trouble-shooting potential construction problems.

Perform daily triage on a rotating basis for submitted building permits.

Maintain record-keeping system to track permit activities, permit files, permit status, and related records.

Respond to public inquiries in person, in writing, and on the phone, regarding construction related matters and permit process procedures, translating technical and building code information and recommending possible alternatives and solutions.

Assist Building Inspectors in code interpretations, researching questionable issues, providing necessary office support for the field activities. Provide back-up staffing to perform building inspections as needed.

Keep current on changing codes and building practices through continuing education (seminars, classes, meetings) and reading of applicable journals.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes. May be required to work over 40 hours in a workweek.

Other Job Duties:

Perform other related duties as assigned.

WORKING CONDITIONS/PHYSICAL ACTIVITIES: (The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions)

Work is performed in an office environment and requires sitting, walking and occasional lifting. The ability to communicate effectively is required. Must be able to operate a personal computer/terminal and other computer aided drafting equipment and lift and carry land use and construction plan files weighing up to 20 pounds. Must be able to read legal descriptions, maps and charts.

KNOWLEDGE SKILLS & ABILITIES:

Knowledge of: International Building, Plumbing, and Mechanical codes and techniques, including the AISC specifications for steel design, the NDS specifications for timber design, and soils and foundation engineering. County zoning, energy, land use, fire and life safety, health, and related regulations, codes, and ordinances. Building construction materials and design which includes wood frame, concrete, structural steel, ICF, and masonry design. Structural engineering principles and practices as applied to building design and construction. Geography of Kitsap County.

Skilled In: Interpersonal relationships using tact, patience and courtesy. Oral and written communications. Establishing and maintaining cooperative and effective working relationships with others. Planning and organizing work.

Ability to: Read, interpret, and apply work related codes, ordinances, legal property descriptions, and other regulations and guidelines governing the building permit processes. Read and interpret blueprints, plans, and specifications, maps, and engineering drawings and calculations.

QUALIFICATIONS:

Two years experience in building code compliance, preparing or examining building plans or structural design is required; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

Experience with infiltration and hydraulic review is desirable.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

Certified Plans Examiner or Building Inspector by I.C.C. or equivalent certification is desirable and is required within six months of employment.

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

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KITSAP COUNTY

EMPLOYMENT APPLICATION

Personnel Division
 614 Division St, MS-23
 Port Orchard, WA 98366-4676
 (360) 337-7185
 Fax (360) 337-7187
 www.kitsapgov.com

Title of Position You Are Applying For			Department
Last Name	First Name	Middle Initial	Home Phone # ()
Mailing Address			Cell Phone # ()
City	State	Zip	Email address:

Alternative contact info: Name _____ Phone Number _____

Will you accept (check if yes)	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Extra-Help/On Call <input type="checkbox"/>	Shift Work <input type="checkbox"/>	Days or hours unwilling/unable to work
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Are you able to perform the essential functions of this position, with or without reasonable accommodations? Yes No

Can you provide proof of citizenship, visa or alien registration if hired? Yes No

Have you ever been employed by Kitsap County? Yes No Dates: From ___/___/___ To ___/___/___

Do you have any relatives currently working for Kitsap County? Yes No

Name	Dept/Div	Relationship
Name	Dept/Div	Relationship

Have you been convicted of a felony within the last 10 years? Yes No

Offense _____ Date ___/___/___

Offense _____ Date ___/___/___

NOTE: A conviction record does not necessarily constitute an automatic disqualification from employment.

Kitsap County awards veteran's preference in accordance with RCW 41.04.010. Do you claim veteran's preference for this position? Yes No

EDUCATION AND TRAINING

Did you graduate from high school or receive a G.E.D? Yes No Location _____

College or Vocational School and Location	Dates		# Sem Credits	# Qtr Credits	Major Course of Study	Minor Course of Study	Degree Earned	Date of Degree
	From	To						

Professional Licenses and Certificates	State of Issue	Exp. Date

Do you have a valid driver's license? Yes No State of Issue: _____

List computer software programs you have used: _____

EMPLOYMENT HISTORY – List your work history for the last 10 years on the reverse side, including self-employment, volunteer work and military service. Begin with your most recent position in block 1 and list each position separately. Include experience beyond 10 years if it is related to the job for which you are applying. Attach additional employment history sheets in the same general format if needed. Indicating “see resume” or “see attached” will disqualify you from further consideration.

FOR OFFICE USE ONLY	
Address Book # _____	Requisition # _____

May we contact this employer? yes no contact me first

1	Most Recent Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

May we contact this employer? yes no contact me first

2	Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

May we contact this employer? yes no contact me first

3	Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

AGREEMENT AND RELEASE

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize Kitsap County to conduct a complete investigation of any and all information contained in this Employment Application. In the event of employment, I understand that any false or misleading statements contained in my application may result in discharge. I further understand that I will be required to abide by all Kitsap County rules and regulations.

Signature

Date

KITSAP COUNTY PERSONNEL
SUPPLEMENTAL QUESTIONNAIRE
PLANS EXAMINER 1

NAME: _____ **DATE:** _____

INSTRUCTIONS: This questionnaire is an effort to assist you and the Kitsap County Personnel Department in determining whether or not you meet the qualifications for the position. **The questionnaire is a mandatory part of the examination process. Your responses will be used in determining whether or not you proceed further in the examination process.** When requested, include in your responses to the following questions the company/agency employed with, period of time employed, hours worked per week, and your title. Be sure your responses coincide with those listed on the County application and that you include all of your related experience. A resume attached or "see resume" response in lieu of answering any questions below **WILL NOT** be rated.

1. May we contact you through email for all correspondence regarding this position?
[] YES - If yes, please provide a reliable email address: [] NO

2. Describe your experience in building code compliance, preparing or examining building plans or structural design.

_____ to _____
Company Name Mo/Yr Mo/Yr Hrs/Week Your Title

Brief description of work performed: _____

_____ to _____
Company Name Mo/Yr Mo/Yr Hrs/Week Your Title

Brief description of work performed: _____

_____ to _____
 Company Name Mo/Yr Mo/Yr Hrs/Week Your Title

Brief description of work performed: _____

3. List your related education or training (attach transcript, diploma or certificate):

School attended	Course	Dates Attended	# Credits/Certificate/Degree
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE NOTE: Any applicant using education to meet the minimum qualifications for this position will not be hired until their transcripts from an accredited college or university are on file. Accreditation must be by an agency recognized by the U.S. Department of Education. Please attach a copy of your transcripts or diploma. If requesting transcripts from your educational institution, they may be sent to Kitsap County Personnel, 614 Division Street, MS-23, Port Orchard, WA 98366-4676.

4. Describe your experience:

A. Working with the public in person, on the phone or in writing regarding construction related matters.

B. Interpreting blueprints, maps, architectural, construction plans and site plans.

C. Working in the field of energy conservation and applying energy codes.

D. Working with stormwater related drainage plan reviews.

5. Describe your familiarity with:

A. The geography of Kitsap County.

B. The International Building, Plumbing and Mechanical Codes.

C. The Energy Conservation and Energy Codes.

6. Describe your working relationships with homeowners, builders, and governmental agencies,

7. Are you certified as a:

Plans Examiner (_____)

Building Inspector (_____)

Plumbing Inspector (_____)

Mechanical Inspector (_____)

I have read the job description for this position and am able and willing to perform the essential functions and I certify that answers given herein are true and complete to the best of my knowledge.

Signature of Applicant

Date



KITSAP COUNTY

Equal Employment Opportunity Questionnaire

Kitsap County is proud to be an Equal Employment Opportunity employer, committed to a diverse workplace. It is the policy of Kitsap County to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, religion, sex, marital status, sexual orientation, age, disability, or veteran status. For this purpose, and to help us comply with government recordkeeping, reporting and other legal requirements, please complete this affirmative action questionnaire. Completing this form is voluntary and will remain confidential. This information will be maintained in a separate file and will not be provided to supervisors, the appointing authority or other department employees. It will not be used in the evaluation of your application.

Position Applied For:

Date:

Name:

Social Security #:

(Disclosure of your Social Security Number is voluntary and will be used for applicant tracking only.)

GENDER:

Male

Female

ETHNIC ORIGIN: Indicate one only.

White/Caucasian

Black/African American

Hispanic

Asian/Pacific Islander

Native American

ARE YOU:

Disabled

Vietnam Era Veteran

Other Veteran

Disabled Veteran

RECRUITING SOURCE

Where did you first learn of this position?

Kitsap County Website (kitsapgov.com)

Career Builders Online

Kitsap County Job Posting Board

Yahoo.com

Kitsap County Job Line

Craig's List.com

Job Posting at Other Public Agency

Jobdango.com

Referred by County Employee

Monster.com

Referred by Friend

Kitsap Sun Newspaper

Worksource

Seattle Times

AWC Jobnet

Seattle Times Online

Courthouse Journal

Kitsap Newsgroup Newspaper

Careers in Government

Spokesman Review

Jobs Available Online

Oregonian

Jobs Available Publication

Oregonian Online

Government Jobs Website

Tacoma News Tribune

Posted at Professional Associations

Tacoma News Tribune Online

Idaho Statesman

Olympian

Idaho Statesman Online

Olympian Online

Other...Specify Source _____

FOR OFFICE USE ONLY

Address Book #

Requisition #