

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Plans Examiner**  
**Bureau of Permits and Inspections**  
An Equal Opportunity Employer

**Plans Examiner – Bureau of Permits and Inspections**

\$26.25 hourly (Grade C13), 40 hours per week

Hours are typically Monday through Friday, 7:30 am – 4:30 pm

**This position will remain Open until filled.**

The Bureau of Permits and Inspections is currently seeking a customer service-oriented individual with extensive code knowledge and plan review experience to join our team.

As the Plans Examiner, you will be responsible for reviewing both commercial and residential plans as well as assisting other agencies and customers with your knowledge of the code and the review process. You will be working collectively with multiple organizations and professionals and have daily interactions with the public through the permitting process.

This position offers a great opportunity to ensure construction plans, both residential and commercial, are designed to meet Carroll County's adopted codes and ordinances, resulting in a safe community for our citizens and businesses to thrive in.

Click [here](#) for the full job description

**Qualifications:**

1. Associate degree in architectural engineering or related field\*
2. Six years building construction inspection experience, including reading building plans\*
3. Valid driver's license
4. Certified Plans Examiner under a national program
5. Certified Building Inspector under a national program
6. Certified Accessibility Inspector/Plans Examiner

*\*A comparable amount of training and experience may be substituted for the minimum qualifications*

**Benefits of working for Carroll County Government:**

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 12 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 5/11/2021  
(21-96)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.