

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



Currently accepting applications for:  
**Residential Plans Examiner**  
**Bureau of Permits and Inspections**

An Equal Opportunity Employer

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

\$29,254 annually (\$23.44 hourly), 24 hours per week, contractual position

Hours are typically Tuesday through Thursday from 8:00 am – 4:30 pm

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

The Bureau of Permits and Inspections is seeking an individual to review and approve construction plans of residential buildings to ensure compliance with Carroll County building and energy codes.

As the Residential Plans Examiner, you will be responsible for: reviewing residential plans for projects including but not limited to decks, finished basements, additions, and new houses to ensure they are being constructed in accordance with Carroll County adopted codes; Working with citizens, contractors and inspection staff during the plans review process; And providing customer service by answering code questions and responding to concerns throughout the review process.

The ideal candidate for this opportunity will be detail-oriented and have good customer service and communication skills.

*See next page for the full job description*

**Qualifications:**

1. Obtain Certified Plans Examiner or Building Inspector Certificate under a national program within one year of employment

**And**

2. Associate of Arts degree in Architectural Engineering or related field
3. Three years' building construction experience, including reading building plans\*

**Or**

2. High school diploma or GED
3. Six years' building construction inspection experience, including reading building plans\*

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

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

- ✓ 40 hours of paid time off

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- 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 3/31/2022  
(22-155)

## **RESIDENTIAL PLANS EXAMINER**

### **GENERAL RESPONSIBILITIES**

Review and approve construction plans of residential buildings to ensure compliance with Carroll County building and energy codes

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Review construction plans and other documents for compliance with Carroll County building and energy codes
2. Compile reports as required by management or government agencies
3. Determine work procedures and expedites workflow
4. Perform related duties as to specific assignments
5. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
6. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County

### **EDUCATION AND EXPERIENCE**

1. Associate of Arts degree in Architectural Engineering or related field
2. Three years building construction inspection experience, including reading building plans \*

**OR**

1. High school diploma or general education degree (GED)
2. Six years building construction inspection experience, including reading building plans \*

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

### **REQUIRED SPECIAL LICENSE OR CERTIFICATION**

1. Obtain Certified Plans Examiner or Building Inspector Certificate under a national program within one year of employment

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Read, analyze, and interpret construction plans and associated documents
2. Respond to inquiries or complaints from employees, citizens, members of the business community, or regulatory agencies
3. Define problems, collect data, establish facts and draw valid conclusions
4. Apply mathematical concepts to practical situations
5. Use computer software programs and/or other applications