

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

\$21.86 hourly, 24 hours per week, contractual position

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

Apply by 5:00 pm on Tuesday, June 1, 2021

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.

Qualifications:

1. Valid driver's license
2. Must obtain Certified Plans Examiner or Building Inspector Certificate under a national program within one year of employment

And

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

Or

3. High school diploma or GED
4. 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 Paid Time off (PTO)

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 5.11.21
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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.