



THIS IS A COMPETITIVE CLASS POSITION. THE INDIVIDUAL SELECTED TO FILL THIS VACANCY WILL BE GIVEN A PROVISIONAL APPOINTMENT AND WILL BE REQUIRED TO PARTICIPATE IN THE NEXT CIVIL SERVICE EXAMINATION FOR THIS TITLE.

CURRENT VACANCY

POSTING DATES: December 6, 2017 **THROUGH:** December 19, 2017

JOB TITLE:	Assistant Plans Examiner
SALARY RANGE:	\$49,321 to \$65,476/Annually
DEPARTMENT/BUREAU:	Neighborhood & Business Development/Buildings & Zoning

TYPICAL WORK ACTIVITIES:

Reviews architectural plans of proposed new construction, renovation, and remodeling projects; Issues building permits for various types of construction; including mechanical, electrical and plumbing work; Confers with City staff, property owners, contractors, architects, and engineers to explain code requirements and code enforcement actions and to suggest reasonable construction alternatives to meet code requirements; Inspects construction in the field, answering contractor's questions, observing test procedures, photographing project details, and verifying work is being done according to plans and codes; Assists contractors, developers, and property owners by providing building code information at the public counter and over the phone; Inputs, updates and retrieves information on specifications and project files using personal computer. Prepares reports and related business correspondence.

MINIMUM QUALIFICATIONS:

A Bachelor's or Master's degree in Architecture, Engineering, Construction Management or other related field **PLUS** three (3) years of paid experience (or its part-time equivalent) preparing plans or reviewing commercial projects for compliance with local and state building codes.

SPECIAL REQUIREMENT:

1. Employee must complete the requirements for and obtain a New York State Basic Code Enforcement Training Certification for building and property inspectors, within eighteen (18) months after the date of appointment. Training will be arranged by the City of Rochester at time of appointment.
2. Possession of a valid New York State Class D Driver's License at time of appointment and throughout employment.

DEADLINE FOR APPLICATION IS AT 5:00 PM ON Tuesday, December 19, 2017. APPLICATION WILL BE ACCEPTED THROUGH THAT DATE IN ROOM 103A, CITY HALL. PLEASE **BE CERTAIN THAT YOUR APPLICATION IS COMPLETE** AND DESCRIBES ALL RELEVANT EXPERIENCE. APPLICATIONS WILL BE REVIEWED BASED UPON THE INFORMATION SUPPLIED. Resumes may accompany but will not be accepted in place of a City of Rochester employment application. Applications may be obtained at City Hall, on the City's website: www.cityofrochester.gov, or by sending a self-addressed, stamped envelope to Human Resource Management, City Hall, 30 Church Street, Room 103A, Rochester, NY 14614.

CITY RESIDENCY IS REQUIRED WITHIN ONE YEAR OF HIRE

Application must be received or post marked by the final filing date, otherwise this application will be rejected.

Thomas Miller, Principal Staff Assistant