



# EMPLOYMENT NOTICE

**The City of Manor is seeking a qualified applicant for the position of Plans Reviewer.**

Under the direction of the Building Official, this position reviews residential and commercial building plans for compliance with all building codes, including electrical, mechanical, plumbing, and any other applicable City ordinances.

## **Essential Functions:**

**NOTE: Regular attendance is considered an Essential Function for this position**

*Essential Functions may include, but are not limited to, the following:*

- Examines construction plans for residential and commercial building plans for accuracy, completeness, and conformance to applicable codes, ordinances, and regulations.
- Reviews specifications and calculations and consults with the originator when needed to clarify or make corrections as necessary.
- Compose letters addressing code violations and guidance for compliance.
- Responds to questions regarding plans and specifications from property owners, developers, contractors, engineers, and architects; interprets codes.
- Provide Building Officials with notes on plans to assist during inspections and by phone when necessary.
- Aid the public, property owners, contractors, engineers, and architects with drawings, calculations, and codes.
- Issue permits as necessary.
- Prepare reports for Building Officials and City management/City Council as requested.
- Performs other duties as assigned.
- Communicate technical aspects of various areas of plans examination.
- Drafting, understanding, and interpreting building, electrical, plumbing, and mechanical codes and ordinances, depending on the assignment, and conveying their meaning to others.
- Ability to read and interpret blueprints and specifications.
- Performs related work as assigned.

## **Education/Experience Required:**

- High School diploma/GED required.
- Preferred Associate's degree in engineering, architecture, construction management or a related field or equivalent experience.
- Experience in reviewing architectural, electrical, or plumbing/mechanical plans used in building construction.

**Other Requirements:**

- Valid Texas Class C Driver's License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.
- Preferred experience with Building Permitting Software – MY PERMIT NOW.
- Must submit to and pass a pre-employment drug screen and a non- DOT physical.

**Applicant Process:**

For a complete job description, please contact the City of Manor Human Resources Department at (512) 272-5555.

All applicants must complete an employment application and submit it to the Human Resources Department at 105 E. Eggleston St. or by mail at P.O. Box 387, Manor, Texas 78653 or by fax 512-272-8636.

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

**THE CITY OF MANOR IS AN EQUAL OPPORTUNITY EMPLOYER**

**Department: Development Services**

**Location: Manor, Texas**

**Job Status: Full-Time**

**Hourly Rate: \$28.65- \$30.85**

**Schedule: Monday- Friday**

**Job Close Date: Open until filled**