



CITY OF RIDGEFIELD
Invites applications for the position of:

PLANS EXAMINER
An Equal Opportunity Employer

SALARY RANGE: \$60,000 – \$79,008/annually depending on qualifications

CLOSING DATE: Position is open until filled. FIRST REVIEW on August 23, 2021

CITY OF RIDGEFIELD

Located in northern Clark County approximately 10 miles north of Vancouver, WA and 14 miles north of Portland, OR, Ridgefield is a rapidly growing community - the fastest growing in Washington State. The City encompasses nearly seven square miles, has a population of approximately 11,500, and offers a great community to live and work. Ridgefield's rolling hills, the picturesque Ridgefield National Wildlife Refuge, and historic downtown create a welcoming small town feel. And, the area offers an outstanding quality of life with affordable housing, excellent schools, extraordinary outdoor recreation opportunities, a rich history, a mild climate, wineries, unique shopping, restaurants, and much more.

COMMUNITY DEVELOPMENT DEPARTMENT

This position reports directly to the City's Community Development Director. The Community Development Department consists of a Planning Division and a Building Division that work together to implement the community's vision for the city, plan for the future, and regulate development. The City's growth and mission of the Community Development Department will create varied and interesting tasks and a challenging career opportunity for a qualified professional who would like to make a difference in an active community.

POSITION DESCRIPTION

The primary responsibility for this position is to perform professional and technical work in the building code enforcement field by the review of plans, specifications, and calculations to verify their conformance to the building construction related codes adopted by the City of Ridgefield. The plans examiner will also:

- Meet with architects, engineers, contractors, developers and other permit applicants to assist them in understanding the code requirements; research into the intent of code requirements to assist people in their attempt to comply.
- Conduct site inspections as necessary.
- Research, analyze and review existing and proposed code requirements and make recommendations for changes.
- Provide building codes assistance to permit staff and customers.
- Maintain files, records and reports related to the plan review and code interpretation process.

Plans Examiner is a full time, regular, non-exempt position with a regular work schedule of 40 hours per week.

EMPLOYEE BENEFITS

The City of Ridgefield offers a comprehensive benefits package which includes family and domestic partner health benefits such as medical, dental and vision. Coverage is provided through Regence Blue Cross Blue Shield. Other benefits include an Employee Assistance Program, long-term disability, paid holidays, vacation and sick leave. Retirement benefits are provided through Washington State Retirement System.

QUALIFICATION REQUIREMENTS

The City is looking for a qualified plans examiner who is able to take on responsibilities with very little supervision in a short time frame.

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

1. Two year's college level classes or Associate of Science Degree in Building Inspection, Engineering/Architecture or related field.
2. Two years experience as a Building Inspector or Plans Examiner in a government, or construction experience and/or training.
3. Possession of a valid driver's license and insurable driving record.
4. Possession of building, plumbing, commercial and mechanical inspector certifications OR the ability to obtain the certifications within one year of employment.
5. ICC certification as Building Plans Examiner and one other Plans Examiner or Inspector certification, or the ability to obtain certification within one year of employment..
6. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Individuals are expected to work in a manner consistent with the City of Ridgefield's Team Philosophy; work and act as a team player in all interactions with other City employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and, consistently provide quality service.

HOW TO APPLY:

Interested candidates must submit the following materials:

1. A completed Application for Employment.
2. A cover letter explaining why the candidate is interested in the job position, strengths and weaknesses in the job, and a short summary of why the candidate is qualified for the position.

The Application for Employment can be submitted on-line at: <https://ridgefieldwa.us/government/job-opportunities>.

The final candidate will be required to successfully complete an interview process and background investigation.

More information about the Community Development Department and job opportunities are available on the City's website at www.ridgefieldwa.us or by calling Human Resources at 360-887-3557.

The City of Ridgefield is an equal opportunity employer committed to attracting and retaining a diverse mix of talented people who want to come, grow, and do their best work here. Together, we strive to create and maintain a working environment that is inclusive, equitable, welcoming and that provides the best possible services for our community.

This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.