



RESIDENTIAL PLANS EXAMINER

Metro Code is a Plan Review & Inspection Company that is seeking a full-time Residential Plans Examiner to join their team. This position will perform all levels and types of plan review by applying knowledge in multiple areas of applicable building codes. Metro Code offers opportunities to learn from some of the most qualified Building Officials in the industry, as well as opportunities for growth in a thriving company. We are looking for someone who is self-motivated, highly trainable, and works well with others!

Essential Functions and Responsibilities:

- Review and certify a variety of building and construction plans for compliance of building codes and local amendments
- Interpret complex building codes and present that information to others in a clear and concise manner
- Prepare written plan review correspondence for clients and municipalities
- Assess and communicate any hold comments to clients and offer assistance to resolve those holds or other client concerns
- Explain and answer any client questions regarding plan review and permitting
- Manage multiple assignments and tasks simultaneously and in a highly efficient manner
- Basic permit technician skills may be required such as calculating permit fees and processing permits

Requirements:

- ICC Residential Plans Examiner Certification
- ICC Residential Energy Code Plans Examiner Certification is a plus
- Working knowledge of ICC and applicable codes
- 1-2 years experience of Plan Review with private entity or municipality
- Proficient in Microsoft Programs
- High School diploma or equivalent
- Capable of handling multiple projects at one time and maintaining organization
- Excellent customer service skills
- Excellent oral and written communication skills
- Ability to establish effective working relationships with co-workers, clients, and municipalities
- Must be able to work remotely

Position Details:

- Full-time
- Very competitive salary

- Great benefits such as health insurance, paid time off, paid holidays, matching 401k program, supplemental insurance
- Regular training provided for further ICC Certifications
- Opportunities for growth within Plan Review and Inspection services

To be considered for this position, please submit a resume to Human Resources:

Jennifer Killebrew

Fax: 817-335-5733

Email: careers@metrocode.com