

## **Job Title: Building Plan Reviewer**

# **Work for Indiana**

Grow your career with the State of Indiana! With more than 50 executive branch agencies, the State of Indiana is a diverse workforce offering employees stimulating and challenging projects across a broad scope of career opportunities. As a State of Indiana employee, you impact the well-being of Indiana's communities every day.

At the State of Indiana, we don't just talk about diversity and inclusion - Our goal is to create a welcoming, accessible, and equitable workplace, with a workforce that is representative of the State of Indiana population. As a proud equal opportunity employer, reasonable accommodations may be available to enable individuals with disabilities to complete the application and interview process, as well as perform the essential functions of a role.

**Next Level benefits at the State of Indiana are here! Be sure to review our expanded benefit package offerings below.**

### **About the Indiana Department of Homeland Security (IDHS):**

The Indiana Department of Homeland Security (IDHS) leads Indiana's emergency planning and operations, first responder training, and fire and building safety. The agency hosts state-level training exercises each year and certifies thousands of first responders. IDHS also supports the state Emergency Operations Center (EOC), which leads response and coordination efforts for large-magnitude incidents.

IDHS is also designated as the State Administrative Agency for Federal Emergency Management Agency (FEMA) and U. S. Department of Homeland Security (DHS) grants within Indiana. These funds provide financial and technical assistance to local governments, non-profit organizations, individuals, and families to reduce the actual or potential risk of loss of life or property across Indiana.

### **Salary Statement:**

The salary for this position traditionally starts at \$53,222.00 but may be commensurate with education or work experience.

### **A Day in the Life:**

The essential functions of this role are as follows:

- Interpret various fire and building codes, laws, rules and regulations and appropriately applies them to specific routine to very complex Class I and industrial construction projects submitted.
- Review and release submitted building plans and specifications or inspect construction projects for compliance with applicable state fire and building codes, laws, rules and regulations.
- Prepare and issue documentation for releases such as construction design releases, foundations, addenda, correction requests, etc.
- Report non-filed projects and/or construction violations making recommendations on the issuance of noncompliance orders.
- Explain and interpret the various fire and building codes and their applicability to architects, engineers, building and fire officials, contractors, manufactures, property owners and/or lower- level staff.
- Prepare correspondence to explain fire and building code revisions and answers general code inquiries.
- Exercise authority over incomplete and/or non-conforming plan submissions until required documents are received.
- Investigate and attempt to resolve complaints.

- Assist in the training of new review and/or inspection staff by functioning as a mentor, providing code education, and specific on-the-job training.
- Advise, coordinate, and/or conduct training for local fire and building code enforcement officials.
- Prepare and submit technical reports regarding plan review and/or field inspections and prepare and submit routine administrative reports such as itineraries, monthly mileage, and attendance.
- Monitor changes (new adoptions and amendments) in laws, codes, rules, regulations, and procedures that relate to Class I and industrialized building projects in the state.
- Promote the development of local building departments through meeting with locally elected and appointed officials and special interest groups (e.g. trade associations).
- Serve as a witness in court on code violations as required.

The job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

### **What You'll Need for Success:**

You must meet the following requirements to be considered for employment:

- Be willing to travel with reasonable accommodation.
- Ability to achieve national certification as a Plans Examiner and Certified Building Inspector within three years of being hired.
- Practical experience in building design, design review, construction inspection or construction supervision.
- Extensive and specialized knowledge of, and ability to, interpret the state's various adopted fire and building (structural, plumbing, electrical, mechanical, accessibility, energy conservation etc.) laws, codes, rules, and regulations and apply them to plan review or inspection practices.
- Extensive knowledge of construction principles, practices, and procedures.
- Ability to read, understand, and evaluate construction plans, specifications, and shop drawings for compliance to applicable fire and building codes.
- Ability to use the measuring and mechanical devices related to design and construction practices.
- Ability to effectively and tactfully communicate with design professionals, contractors, property owners, elected and appointed officials, and the public regarding technical issues of noncompliance, codes, complaints, and administrative procedures.
- Ability to use various office equipment such as computers, printers, copiers etc.

### **Supervisory Responsibilities/Direct Reports:**

This role may be utilized in a supervisory capacity based on agency needs.

### **Benefits of Employment with the State of Indiana:**

The State of Indiana offers a comprehensive benefit package for full-time employees which includes:

- Three (3) medical plan options (including RX coverage) as well as vision and dental plans
- Wellness Rewards Program: Complete wellness activities to earn gift card rewards
- Health savings account, which includes bi-weekly state contribution
- Flexible work scheduling options, including the potential for hybrid remote work for employees whose work may be performed outside state facilities
- Deferred compensation 457B account (similar to 401k plan) with employer match
- Two (2) fully-funded pension plan options
- A robust, comprehensive program of leave policies covering a variety of employee needs, including but not limited to:

- 150 hours of paid new parent leave
- Up to 15 hours of paid community service leave
- Combined 180 hours of paid vacation, personal, and sick leave time off
- 12 paid holidays, 14 on election years
- Education Reimbursement Program
- Group life insurance
- Referral Bonus program
- Employee assistance program that allows for covered behavioral health visits
- Qualified employer for the Public Service Loan Forgiveness Program
- Free Parking for most positions
- Free LinkedIn Learning access

**Equal Employment Opportunity:**

The State of Indiana is an Equal Opportunity Employer and is committed to recruit, select, develop, and promote employees based on individual ability and job performance. Our policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, creed, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, physical or mental disability, or veteran status. We will comply with the spirit as well as the letter of all applicable state and federal laws.

If you are a qualified individual with a disability and require reasonable accommodation in completing this application, you can request assistance by contacting the Indiana State Personnel Department at [jobs@spd.IN.gov](mailto:jobs@spd.IN.gov).

The State of Indiana has established a culture that welcomes equity, inclusion, and opportunity for all employees and applicants. We encourage you to apply if you feel you have the transferrable skills to be successful in this position and we look forward to reviewing your application.

Building Plan Reviewer Code Official:

“Please utilize this link below to apply to the Building Plan Reviewer Code Official position with the Department of Homeland Security. Additionally, if you have any questions pertaining to creating an account on the WorkforIndiana website or how to apply, please reference this link that will provide a step-by-step walkthrough along with various FAQ’s.

Application Link: <https://workforindiana.in.gov/job-invite/439935/>

WorkForIndiana FAQ’s: [https://workforindiana.in.gov/content/Frequently-Asked-Questions/?locale=en\\_US](https://workforindiana.in.gov/content/Frequently-Asked-Questions/?locale=en_US) “