



CITY OF OLATHE  
invites applications for the position of:

# Plans Examiner

An Equal Opportunity Employer

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**SALARY:** \$49,678.00 - \$65,202.00 Annually

**OPENING DATE:** 05/05/21

**CLOSING DATE:** 06/07/21 12:00 AM

**DESCRIPTION:**

Come join the City of Olathe, we are actively seeking a plans examiner to perform building plan review for conformance with relevant building codes and standards. This is an opportunity to work with a team of dedicated code professionals with the goal of improving the quality of life for the citizens of the City of Olathe by ensuring a safe and well constructed built environment in which we all live, work and play.

Come and make a difference in one of the fastest growing communities in the nation. The goal of the Building Services Team is to ensure safe homes and buildings and provide excellent public services. Join us to help "Set the Standard for Excellence"!

**KEY RESPONSIBILITIES:**

- Review residential and commercial plans for conformance to various building, electrical, mechanical, plumbing, and structural codes and regulations; authorize acceptance or rejection of building permit applications based on review; issue appropriate permits.
- Review specifications and calculations and consult with originator when needed to clarify or make corrections as necessary.
- Assist inspectors with analyzing plans and specifications in person or over the phone as necessary.
- Prepare and distribute building, landscape, site, storm and sanitary sewer plans to other departments; prepare reports and other correspondence as necessary, including year end reports of building permits issued.
- Maintain accurate files and records; input appropriate data into the computer.
- Periodically inspect industrial, commercial and residential projects during various stages of construction to ensure compliance with applicable codes, ordinances and regulations.
- Schedule and conduct pre-application meetings to discuss potential construction projects; including the coordination of various department staff to allow applicants to receive guidance about the procedures and local requirements for new construction.
- Respond to questions from the general public, other departments, and outside professionals regarding building, plumbing, mechanical, electric, and demolition permit guidelines.
- Perform related duties and responsibilities as required.

**EXPERIENCE & EDUCATION:**

**Experience:** Five years of diversified plan review experience preferred.

**Education:** High school diploma or equivalent required. Additional specialized training in structural, electrical, mechanical, or civil engineering or a related field is preferred.

**SUPPLEMENTAL INFORMATION:**

Must successfully pass a supplemental background check, pre-employment physical and drug screen.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.olatheks.org>

Job #202100115  
PLANS EXAMINER  
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OUR OFFICE IS LOCATED AT:  
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[lgfortney@olatheks.org](mailto:lgfortney@olatheks.org)

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