
Plans Examiner Resume

Job Objective

Qualified Plans Examiner seeking position that will allow me to be an asset to company by utilizing my abilities to their fullest.

Highlights of Qualifications:

- Profound knowledge of methods, materials and practices of construction
 - Ability to analyze difficult construction code situations
 - Ability to comprehensively examine plans and specifications and discuss
 - Ability to concentrate and accomplish tasks despite interruptions
 - Ability to correctly analyze and interpret data and make decisions
 - Strong judgment and excellent human relation skills
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Professional Experience:

Plans Examiner, August 2005 – Present
Cranberry Township, Green Bay, WI

- Interacted with designers, contractors and owners to review proposed projects, answered question.
- Provided interpretations of the codes and established policies and procedures.
- Researched code and product standards to determine compliance with adopted codes.
- Conferred with the administrative support specialist – commercial projects on matters relating to permit conditions.
- Prepared and testified civil cases before the construction board of adjustments and appeals with a variance request has been field.
- Communicated with the assistant director on work problems of technical nature.

Plans Examiner, May 2000 – July 2005
Comark Building Systems, Inc., Green Bay, WI

- Attended calls and responded to questions about permits and code requirements.
 - Reviewed newly filed plats and assessed the location of plats.
 - Received permit applications and analyzed applications for completion and usage of proper legal descriptions.
 - Prepared information and reports including conducting surveys of neighboring cities.
 - Prepared, maintained and updated planning-related files and records.
 - Updated plan review checklist for current requirements.
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Education:

Bachelor's Degree in Structural Engineering, Antelope Valley College, Lancaster, CA

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