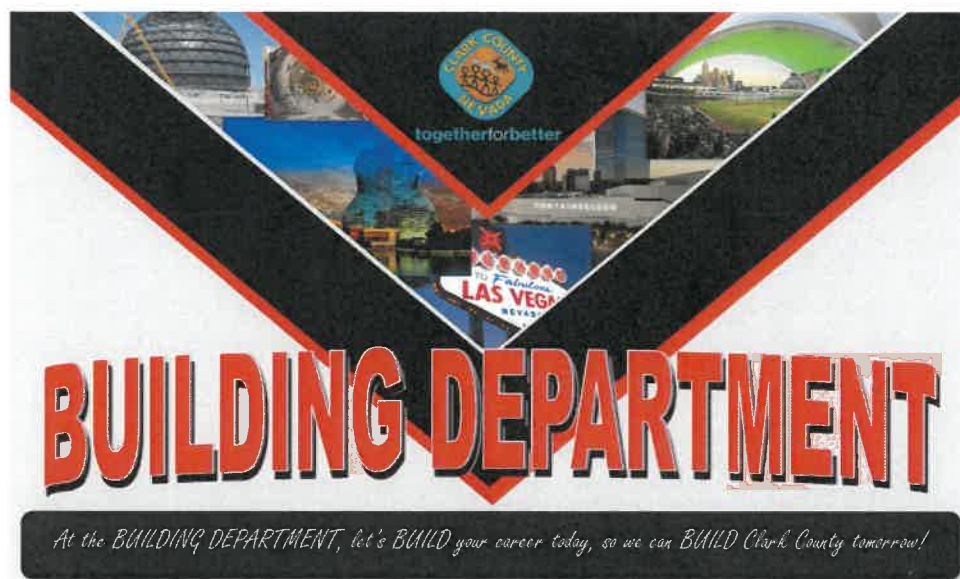




## Clark County PLANS EXAMINER SPECIALIST

<b>SALARY</b>	\$38.23 - \$56.51 Hourly	<b>LOCATION</b>	Clark County - Las Vegas, NV
<b>JOB TYPE</b>	PERMANENT	<b>JOB NUMBER</b>	30777X
<b>DEPARTMENT</b>	Building	<b>DIVISION</b>	Bldg&Safety
<b>OPENING DATE</b>	02/10/2026	<b>CLOSING DATE</b>	Continuous

### ABOUT THE POSITION



The Clark County Building Department is seeking qualified candidates to apply for the Plan Examiner Specialist position. This position will primary focus on residential & commercial architectural plan review. This advanced-level role is responsible for examining complex building and development plans to ensure compliance with adopted building codes, local amendments, and applicable regulations. The specialist may also lead, coordinate, and review the work of a team of Plans Examiners and support staff, providing technical guidance, resolving code interpretation issues, and assisting with workflow management as needed.

Commercial Architectural: The Plans Examiner Specialist reviews commercial plans for compliance the International Building Code, ICC A117.1 Standard for Accessible and Usable Buildings and Facilities, the International Energy Conservation Code, and the International Existing Buildings Code.

Residential Architectural: The Plans Examiner Specialist reviews residential plans for compliance to the International Residential Code (including Architectural, Mechanical, Electrical and Plumbing), the International Energy Conservation Code, and the International Existing Buildings Code.

**PLEASE NOTE:** The Clark County Building Department supports employee development by providing training and covering approved, job-related certification and examination costs, including ICC certifications required for successful performance of the position and career advancement, in accordance with County policy.

This is an open and continuous recruitment, scheduling dates will vary depending on when the application was received and reviewed by Human Resources.

Some positions may be confidential positions and are excluded from membership in the union.

Some positions may be non-union positions and are excluded from membership in the union.

#### **ABOUT THE DEPARTMENT:**

The Clark County Building Department located at 4701 W. Russell Road, Las Vegas NV 89118, is dedicated to providing construction and development customers with state-of-the-art permit management, plan review and inspections services for residential and commercial construction. The Building Department is responsible for ensuring public safety through the effective enforcement of development and construction standards which include issuance of permits, plan reviews, inspection services for conformity to the State of Nevada and the adopted Model Codes. As part of Clark County, the Building Department is a dynamic and innovative organization dedicated to providing top-quality service with integrity, respect, and accountability. As the famed Las Vegas Strip sits at the heart of Clark County featuring unparalleled attractions like dancing fountains, a replica of the renowned Eiffel Tower, and some of the world's largest and most beautiful resorts, the Building Department is an integral part of the building industry and economic growth within Clark County. For more information regarding this career opportunity with the Clark County Building Department, please visit the department web page

at: [https://www.clarkcountynv.gov/government/departments/building\\_\\_\\_fire\\_prevention/](https://www.clarkcountynv.gov/government/departments/building___fire_prevention/)

## **MINIMUM REQUIREMENTS**

### **Education and Experience:**

**Bachelor's Degree in Architecture, Building Technology, Civil Engineering, Construction Management, Engineering, Landscape Architecture, Urban Planning, or a field related to the work AND three (3) years of full-time experience in a combination of residential, commercial and/or industrial plans examination or residential, commercial and/or industrial design. Professional level experience and/or education that has provided the skills and knowledge necessary to perform all job functions at this level may be substituted on a year-for-year basis.**

All qualifying education and each experience must be clearly documented in the "Education" and "Work Experience" sections of the application. **Do not** substitute a resume for your application or write "see attached resume" on your application. All details must be written **in your own words** and cannot be copied from job descriptions or other external sources.

**Licensing and Certification:** Must possess a valid Nevada Class C Driver's License at time of appointment. **BUILDING DEPARTMENT:** Within one (1) year of hire date, must possess an I.C.C. or other nationally recognized Plans Examiner certificate.

**Background Investigation:** Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

**Citizenship:** Candidates must be legally authorized to work in the United States. **Please note,** Clark County does not provide H1B visa sponsorships or transfers for any employment positions.

**Pre-Employment Drug Testing:** Employment is contingent upon the results of a pre-employment drug examination.

## EXAMPLES OF DUTIES

- Reviews and examines plans and specifications, life safety packages, and master exit plans for residential, commercial, industrial, amusement and transportation device plans, specifications, and related documents for compliance with building and/or zoning and subdivision codes and regulations.
- Provides lead direction, training, and work review to a small group of plans examiners or other staff, organizes, and assigns work, sets priorities and follows-up to ensure coordination and completion of assigned work.
- Provides input into the selection, evaluation, disciplinary and other personnel matters, and may counsel employees as required.
- Provides technical information, assistance, and direction to plans examiners in areas of expertise.
- Confers with developers, engineers, architects, contractors, property owners and others to give information regarding codes, regulations, and procedures.
- Reviews engineering calculations for completeness, code compliance and accuracy.
- Forwards plan packages to other departments and agencies for review; coordinates review with them and coordinates the plans examination process to ensure that all applicable standards have been met.
- Advises building inspectors and others regarding problems that may occur in the field.
- Provides services at a public counter to answer questions and approve plans.
- Maintains accurate records, logs and files of plans, plan review status and work performed.
- Monitors technical developments and legislation related to new materials and methods of construction, and zoning and subdivision code changes; recommends procedural or ordinance changes as appropriate.
- Prepares reports, correspondence, and a variety of written materials.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Uses standard office equipment, including a computer, in the course of the work; uses standard office practices and procedures, including filing and the operation of standard office equipment; record keeping principles and practices; techniques for dealing with the public, in person, via e-mail and over the telephone.
- Drives a personal or County vehicle to visit work sites and attend meetings.

### In the Building Department

- Researches NRS and County Building Codes.
- Recommends necessary changes to obtain compliance with accessibility, building, electrical, energy, mechanical, plumbing, and other codes and regulations; conveys this information to individuals submitting plans and suggests alternative ways to meet the code requirements.

### In the Comprehensive Planning Department

- Researches NRS and County Codes, and land use applications.
- Recommends necessary changes to obtain compliance with zoning, subdivision, and other codes and regulations; conveys this information to individuals submitting plans and suggests alternative ways to meet the code requirements

## PHYSICAL DEMANDS

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to inspect field sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Lift and carry building plans weighing up to 50 pounds. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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**Employer**

Clark County

**Address**

500 S. Grand Central Pkwy, 3rd Floor  
PO Box 551791  
Las Vegas, Nevada, 89155-1791

**Phone**

(702)455-4565

**Website**<http://www.clarkcountynv.gov>

## PLANS EXAMINER SPECIALIST Supplemental Questionnaire

### \*QUESTION 1

The following questions 1-4 will be used to assist in determining if candidates meet the minimum qualifications. Please note that part-time experience must be prorated and credited as half of full-time experience (i.e., if you performed the task for two years in a part-time position, 20 hours per week, you can only credit yourself with one year of experience in that area).

Which best describes your level of education? (Applicants with foreign or international education, including full degrees, partial degrees, or individual credits, must obtain a professional credential evaluation from an accredited evaluation agency. The evaluation must verify the U.S. educational equivalency and, if the applicant is offered a position, an original and verifiable copy must be submitted to Clark County at the candidate's expense.)

- ☐ Some High School
- ☐ High School Diploma or GED
- ☐ Trade School or Technical Degree
- ☐ Some College (1-29 semester credits)
- ☐ Some College (30-59 semester credits)
- ☐ Some College (60-89 semester credits)
- ☐ Some College (90-120+ semester credits)
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree or higher
- ☐ None of the above

### \*QUESTION 2

List all degrees received or college level course work that directly relates to the position. The template provided below must be completed in its entirety or the application will be considered incomplete and not eligible to move forward in the process. Type N/A if you have no related education (see template below).

College/University:

Did you graduate:

College Major/Minor:

Semester Credits Completed:

Degree Received:

### \*QUESTION 3

Indicate your full-time professional experience in a combination of residential, commercial and/or industrial plans examination or residential, commercial and/or industrial design.

- ☐ No Experience
- ☐ Less than 1 year
- ☐ 1 to 2 years
- ☐ 2 to 3 years
- ☐ 3 to 4 years
- ☐ 4 to 5 years
- ☐ 5 to 6 years
- ☐ 6 to 7 years
- ☐ More than 7 years

### \*QUESTION 4

Please list all employer(s) and each job title on your application where your experience was obtained in question 3. The template provided below must be completed in its entirety or the application will be considered incomplete and not eligible to move forward in the process. Type N/A if you have no related experience (see template below). Do not list "see attached resume"

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

### \*QUESTION 5

Do you currently hold a valid driver's license?

- ☐ Yes, I currently hold a valid Nevada driver's license.
- ☐ Yes, I currently hold a valid driver's license from another state.
- ☐ No, I do not currently hold a valid driver's license.

### \*QUESTION 6

The following skills assessment is a self-assessment used to evaluate an applicant's training and experience. I understand that:

- A) Part-time experience must be prorated and credited as half of full-time experience (i.e., if you performed the task for two years in a part-time position, 20 hours per week, you can only credit yourself with one year of experience in that area)
- B) The education, knowledge, and experience levels indicated by my skills assessment responses must be supported and clearly documented in the "Education" and "Work Experience" sections of my application;
- C) Any falsification or misrepresentation of the information listed on the employment application or skills

assessment may result in removal from the eligibility list or rescinding a job offer;

D) Responses to assessment questions that are not supported and clearly documented in the "Education" and "Work Experience" sections on the application may result in question scores being adjusted to receive zero points;

E) Assessment scores may be used to consider applicants for the selection process;

F) I further understand that since exam scores will be automatically generated based on the applicant's response to each item in the assessment, score appeals will not be allowed for this recruitment.

☐ I have read and understand the above information regarding the completion of the following skills assessment questions. I further understand that this recruitment includes a skills assessment and that the answers I provide must be consistent with the "Education" and "Work Experience" sections detailed on my application and that scoring appeals will not be allowed for this recruitment.

#### \*QUESTION 7

Indicate your full-time professional experience examining general building plans.

- ☐ No Experience
- ☐ Less than 2 years
- ☐ 2 to 3 years
- ☐ 3 to 4 years
- ☐ 4 to 5 years
- ☐ More than 5 years

#### \*QUESTION 8

Indicate your full-time professional experience reviewing plans for compliance to the International Existing Building Code.

- ☐ No Experience
- ☐ Less than 2 years
- ☐ 2 to 3 years
- ☐ 3 to 4 years
- ☐ 4 to 5 years
- ☐ More than 5 years

#### \*QUESTION 9

Please list all employer(s) and each job title on your application where your experience was obtained in questions 7-8. The template provided below must be completed in its entirety or the application will be considered incomplete and not eligible to move forward in the process. Type N/A if you have no related experience (see template below). Do not list "see attached resume"

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

#### \*QUESTION 10

##### COMMERCIAL ARCHITECTURAL PLAN REVIEW: QUESTIONS 10-12

Indicate your full-time professional experience examining building plans for special uses or occupancies as defined in Chapter 4 of the International Building Code.

- ☐ No Experience
- ☐ Less than 2 years
- ☐ 2 to 3 years
- ☐ 3 to 4 years
- ☐ 4 to 5 years
- ☐ More than 5 years

**\*QUESTION 11**

Indicate your full-time professional experience examining building plans related to fire-resistance-rated construction.

- ☐ No Experience
- ☐ Less than 2 years
- ☐ 2 to 3 years
- ☐ 3 to 4 years
- ☐ 4 to 5 years
- ☐ More than 5 years

**\*QUESTION 12**

Please list all employer(s) and each job title on your application where your experience was obtained in questions 10-11. The template provided below must be completed in its entirety or the application will be considered incomplete and not eligible to move forward in the process. Type N/A if you have no related experience (see template below). Do not list "see attached resume"

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

**\*QUESTION 13****COMBINATION PLANS REVIEW EMPHASIS: QUESTIONS 13-15**

Indicate your full-time professional experience examining combination plans for tenant improvements within covered malls.

- ☐ No Experience
- ☐ Less than 2 years
- ☐ 2 to 3 years
- ☐ 3 to 4 years
- ☐ 4 to 5 years
- ☐ More than 5 years

**\*QUESTION 14**

Indicate your full-time professional experience examining combination plans for compliance with the International Energy Conservation Code.

- ☐ No Experience
- ☐ Less than 2 years

- ☐ 2 to 3 years
- ☐ 3 to 4 years
- ☐ 4 to 5 years
- ☐ More than 5 years

**\*QUESTION 15**

Please list all employer(s) and each job title on your application where your experience was obtained in questions 13-14. The template provided below must be completed in its entirety or the application will be considered incomplete and not eligible to move forward in the process. Type N/A if you have no related experience (see template below). Do not list "see attached resume"

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

**\*QUESTION 16****RESIDENTIAL PLANS REVIEW EMPHASIS: QUESTIONS 16-18**

Indicate your full-time professional experience examining one and two-family dwellings and townhomes for compliance with the International Residential Code.

- ☐ No Experience
- ☐ Less than 2 years
- ☐ 2 to 3 years
- ☐ 3 to 4 years
- ☐ 4 to 5 years
- ☐ More than 5 years

**\*QUESTION 17**

Indicate your full-time professional experience reviewing one and two-family dwellings and townhomes for compliance with the International Energy Conservation Code.

- ☐ No Experience
- ☐ Less than 2 years
- ☐ 2 to 3 years
- ☐ 3 to 4 years
- ☐ 4 to 5 years
- ☐ More than 5 years

**\*QUESTION 18**

Please list all employer(s) and each job title on your application where your experience was obtained in questions 16-17. The template provided below must be completed in its entirety or the application will be considered incomplete and not eligible to move forward in the process. Type N/A if you have no related experience (see template below). Do not list "see attached resume"

Employer Name:



Job Title:

Hours Worked Per Week:

Dates of Employment:

**\*QUESTION 19**

Do you hold a valid ICC or other nationally recognized certificate as a Plans Examiner, Building, Electrical, Plumbing, or Mechanical Inspector, an IAEI Electrical Plan Review certificate, or a Master Electrician license?

☐ Yes

☐ No

**\*QUESTION 20**

If you indicated "Yes" in question 19, list all valid ICC or other nationally recognized certifications relevant to this position (see template below). If this does not apply, type N/A.

Certification:

Name of agency or institution administering the certification:

**\*QUESTION 21**

Indicate from the following list which plan review emphasis you like to be considered for (select all that apply).

☐ Building Plans Emphasis

☐ Combination Plans Review Emphasis

☐ Residential Plans Reviews Emphasis

☐ Plumbing/Mechanical Plans Reviews Emphasis

☐ None of the Above

**\*QUESTION 22**

PLEASE NOTE, candidates may be required to complete a functional assessment illustrating skills in these areas.

☐ I acknowledge and understand I may be required to complete a functional assessment illustrating skills in these areas.

\* Required Question