

## PLANS REVIEWER

Salary Range: \$45,000 - \$50,000

Salary commensurate with experience and qualifications.

### ARIZONA DEPARTMENT OF HOUSING

HOUSING IS THE FOUNDATION FOR SUCCESS. WE LEAD AND COLLABORATE WITH OUR COMMUNITY PARTNERS TO CREATE, PRESERVE AND INVEST IN AFFORDABLE HOUSING. WE PROTECT HOUSING CONSUMERS AND REVITALIZE COMMUNITIES TO MAKE ARIZONA THE BEST PLACE TO LIVE.

Visit our website at [www.azhousing.gov](http://www.azhousing.gov)

All Arizona State employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

### ABOUT THE AGENCY

The Arizona Department of Housing was established in 2002 to provide housing and community revitalization to benefit the people of Arizona. The agency provides funding to aid in building stronger communities, with most funding geared toward lower income households and neighborhoods. With the exception of mortgage foreclosure avoidance assistance, first-time homebuyer assistance, and the Section 8 program in Yavapai County – in which the agency offers assistance directly to the public, the majority of the resources of the agency are passed through in the form of loans, grants, tax credits, mortgage or bond financing, and other subsidies, to its Housing Partners, which are local and tribal governments, public housing authorities, for-profit and non-profit housing developers, and other organizations engaged in providing affordable housing and other community-related services. With this type of mandate comes enormous responsibility in the area of contract and project management, monitoring, and regulation enforcement.

### JOB SUMMARY

This position is responsible for reviewing submitted construction and installation plans for compliance with Statute, Rules, adopted codes and standards; provides regulatory and code guidance to department personnel, licensees, registrants, contractors, and the public; responsible for reporting, data collection and record keeping.

Other responsibilities include:

- Review factory built building construction and installation plans, manufactured housing installation and accessory plans, compliance assurance manuals for compliance.
- Work with agency personnel to ensure consistent program compliance; provide administrative and technical support to the Plan Review Manager, Deputy Director and other staff within the department.
- Interact with licensees, public, local jurisdictions, and third party entities contracted with the department; conflict resolution.
- Administrative duties: record keeping, report writing, review of internal policies and procedures, assists in gathering and analyzing monthly statistics, training.
- Participate in and assist in implementing ongoing process improvements for the department.
- Other duties as assigned.

This position is available for remote work within Arizona (including in office hoteling), as well as a flexible schedule.

### QUALIFICATIONS

Knowledge

- Federal regulations
- State statutes and Rules
- Adopted building codes
- Construction, manufacturing, and installation methods related to regulated buildings
- Basic statistical and data gathering techniques
- Continuous improvement methodology

## Skills

- Review and analyze policies and procedures
- Preparing reports
- Excellent verbal and written communication
- Implementation of new processes
- Identifying problems
- Solving problems
- Basic computer skills

## Abilities

- Read and understand engineered design plans and specifications
- Apply required knowledge
- Support staff
- Manage project and special assignments
- Work with diverse populations

Must have the ability to obtain a valid Arizona driver's license. Certifications in relevant ICC codes/NEC preferred, but not required.

## BENEFITS

The State of Arizona offers a comprehensive benefits package to include:

- Sick leave
- Vacation with 10 paid holidays per year
- Health and dental insurance
- Retirement plan
- Life insurance and long-term disability insurance

Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance.

By providing the option of a remote work schedule, employees enjoy improved work/life balance, report higher job satisfaction, and are more productive.

## RETIREMENT

Participation in the Arizona State Retirement System (ASRS) is required. New hires may be subject to a 27 week waiting period for enrollment.

## HOW TO APPLY

Please visit [Arizona State Jobs](#) to apply. You will be directed to create a user account and upload your resume. The Job ID is 504726 for this position.

The Arizona State Jobs website includes open positions for ALL state agencies.

Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.