

## Information Letter

### Plans Examiner

We appreciate your interest in the position of **Plans Examiner** for the City of Hendersonville Building and Codes Department. Please refer to the Job Description which is included. The entry-level annual salary for this position is \$48,657 or depending on qualifications and certifications. This is a new, Non-Exempt position and is eligible for possible Merit and COL increases as well as Longevity and other excellent benefits.

#### MINIMUM QUALIFICATIONS:

- Associates Degree in Engineering, Architecture, Construction, or closely related field.
- ICC (International Code Council) Certification as Plans Examiner required.
- 3+ years of experience in plan review of commercial and residential construction.
- Possession of or ability to readily obtain a valid Driver's License issued by the State of Tennessee for the type of vehicle or equipment operated.
- Ability to use basic word and spreadsheet applications.

#### THE PROCESS:

Required materials for successful application include a completed Job Application, a Resume, and a Cover Letter highlighting your career experience as it relates to this position.

You can find the Job Application and other information on the City of Hendersonville 'Job Openings' website or come by Hendersonville City Hall and pick up a hard-copy. ***Please include a copy of any relevant certifications with your application packet.*** Return your completed job applications and copies of all relevant certifications to the HR office at:

101 Maple Drive North  
Hendersonville, TN 37075

You may also email your required materials to [personnel@hvilletn.org](mailto:personnel@hvilletn.org) by the deadline above.

**This recruitment is open until filled.**

Thank you for your interest in employment with the City of Hendersonville.