

Title: Plans Examiner I
PG: 56
Status: Civil Service
Position Reports to: Chief Building Official
Department: Community Development/Building Inspection

Class Code: 2236
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is specialized technical work in reviewing a variety of building construction plans. An employee in this classification is responsible for conducting technical reviews of residential, commercial, and industrial building construction plans and specifications submitted for approval to the Building Inspection Division by contractors, engineers, architects, and owners.

Assignments are of considerable difficulty requiring that the employee possess considerable knowledge of construction methods, material, and principles, and be able to apply that knowledge in examining building construction plans and specifications for required conformance. Responsibility extends to determining conformance with current building codes, local flood control regulations, and the City's zoning ordinance. The employee is also responsible for maintaining complete, accurate and up-to-date records of contacts with engineers, architects and contractors, and changes made in plans.

Under general supervision of the Chief Building Official, the employee performs assignments requiring the exercise of considerable initiative and independent judgment in interpreting building codes, zoning, and flood control regulations and ordinances. Work performance is reviewed through periodic written and oral reports, and through evaluation of results obtained.

ESSENTIAL FUNCTIONS:

1. Examines residential, commercial, and industrial building construction plans and specifications to determine conformance with current building codes, zoning regulations, and flood control regulations.
2. Makes final approval of plans as required for issuance of building permits.
3. Aids in solving technical problems which might arise.
4. Interprets pertinent codes, ordinances and other regulations when questions arise.
5. Recommends acceptance of alternate materials and methods of construction.
6. Confers with and explains building codes, both interpretation and intent, to architects, engineers, contractors, inspectors, and others.
7. Reviews preliminary plans with architects, engineers, contractors, and owners to provide information on code requirements in order to minimize problems when plans are submitted for approval.
8. Considerable tact and courtesy are necessary in meetings with architects, engineers, contractors and others to explain what materials are needed for plans review and to assist in altering or modifying plans to meet code requirements.

ADDITIONAL RESPONSIBILITIES:

1. Assists in maintaining a technical library on building material, construction standards, and practices and design standards.
2. Assists in maintaining a current library of model construction codes and regulations.
3. Performs related work as required

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of building codes.
2. Considerable knowledge of methods, practices and materials used in building construction.
3. Considerable knowledge of inspection processes and techniques.
4. Considerable knowledge of federal, state and local legislation affecting building standards.
5. Ability to interpret building construction codes, zoning ordinances and flood control regulations, and to enforce them tactfully and impartially.
6. Ability to read and interpret construction plans, blueprints and schematics.

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7. Ability to establish and maintain effective working relationships with employees, officials and the general public.
8. Ability to follow oral and written instructions and to prepare and submit clear, concise and accurate reports.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, or routine keyboard operations. Occasionally it is necessary to climb ladders/scaffolding, etc and crawl under buildings.

The job risks occasional exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions, traffic, electrical shock, and heights.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from a four (4) year accredited college or university with a degree in Civil Engineering, Architecture, Building Construction, or a related field, and three (3) years experience in preparing, estimating, checking and revising construction plans preferred.
2. Possession of a Class "A" General Contractor's license with a minimum ten (10) years of construction experience, three (3) years of which must have been with a municipal or county building inspection agency.
2. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. Must possess a Standard Class Certificate as a Plans Examiner from the Florida Building Code Administrators and Inspectors Board, or qualify to obtain a Provisional Class Certificate as a Plans Examiner and obtain a Standard Class Certificate from the Florida Building Code Administrators & Inspectors Board within twelve (12) months of the date of employment.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.