



## **CLASSIFICATION DESCRIPTION**

**TITLE: PLANS EXAMINER**

**JOB CODE: 15 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under direction, the purpose of the position is to perform technical work reviewing and analyzing construction plans and specifications submitted for permitting construction projects to ensure compliance with all building codes, ordinances and regulatory requirements applicable to the work. Employees in this classification perform at journey professional level, and are responsible for providing plans review in various construction trades to ensure compliance with Florida Building Code requirements. Position provides technical expertise to licensed professionals, developers, other City departments, and the general public regarding code and construction requirements.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Examines construction plans and specifications for both residential and commercial structures to ensure compliance with all regulatory standards and building codes governing new and existing construction.
- Assists and advises the general public design professionals, contractors, developers and other City departments in matters relating to building construction and the application of code provisions.
- Provides technical assistance to other department and division staff regarding codes application and interpretation, permitting and inspection processes, and construction specifications.
- Works collaboratively with department and division staff in resolving regulatory and codes related interpretation and application to ensure project compliance.
- Receives, responds and provides resolution to inquiries and concerns from the general public, the business community, City officials, and other City departments and outside agencies regarding department and division related issues.
- Identifies code deficiencies contained in construction plans and specifications and provides interpretation and application of codes and effectively communicates the action necessary to bring plans to code compliance.

- Reviews various related records and documentation relating to plans review, including calculations, specification manuals, shop drawings, deferred submittals and other reports prepared by design professionals; evaluation and testing reports and referenced standards contained in codes.
- Coordinates work and projects with other departments and outside agencies where applicable, e.g., permit processing staff, building inspectors, and contractors.
- Maintains current knowledge of issues, trends and developments in regulatory standards and building codes requirements governing the construction industry.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Associate's Degree with major course work in engineering or architecture; five (5) years of experience required, seven (7) preferred, as a contractor or superintendent of construction; or an equivalent combination of training and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain Standard Plans Examiner Certification with one and two Family Dwelling endorsement in trade of choice (Building, Electrical, Plumbing, or Mechanical) as approved by the Chief Building Official.

Must possess and maintain a valid Florida Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles, practices and methods of architecture and/or engineering and building construction.
- Knowledge of pertinent federal, state and local codes, rules, regulations, and other regulatory standards applicable to the scope of work proposed in the construction plans.
- Knowledge of the materials, methods and processes associated with the design and administration of construction plans and documents prepared by design professionals.
- Knowledge of intermediate level mathematical computations, including addition, subtraction, division, multiplication, decimals, ratios, percentages, and geometry.
- Ability to communicate professionally verbally and in writing.
- Ability to research and interpret building codes and related regulations; read plans and specifications and to apply such codes to areas of assignment.
- Ability to review and interpret complex architectural and/or engineering construction plans and specifications, and recognize deviations from applicable codes and regulations.

- Ability to review and recommend changes, deletions, additions and corrections in construction, plans and specifications and to effectively communicate expected means of code compliance to design professionals and contractors..
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to enforce codes and ordinances firmly, tactfully and impartially.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job the employee is frequently required to stand, walk, sit; use hands to finger, handle, or feel; talk or hear; and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.