



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. Responsible for technical assignments relating to the execution of the City Capital Program. 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 County 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 (architects, contractors, developers, engineers, etc.) and other County departments in matters relating to building construction and code requirements.
- Provides technical assistance to other department and division staff regarding codes interpretation, permitting functions, inspection requirements, and construction specifications.
- Works collaboratively with department and division staff in resolving regulatory and codes related interpretation and project compliance.
- Receives, responds and provides resolution to inquiries and concerns from the general public, the business community, County officials, and other departments regarding department and division related issues.
- Provides interpretation for non-compliance with regulatory code(s) and specifies the action necessary to bring conditions to code compliance.

- Identifies non-compliance concerns in plans and specifications; specifies plans or actions necessary to bring plans into regulatory compliance.
- Assists in resolving differences/issues between customers/property owners and inspection staff.
- Reviews various records and documentation relating to plans review, e.g., construction plans and specifications, drawings, schematics, diagrams, standard codes.
- Coordinates work and projects with other departments and outside agencies where applicable, e.g., permit processing staff, construction inspectors, and contractors.
- Maintains current knowledge of issues, trends and developments in regulatory standards and building codes requirements governing the construction industry.
- Assists in the development and implementation of the Capital Improvement Program.
- Coordinates the Capital Program with other City Departments and Agencies as needed and assigned.
- Provides project management for the construction of capital projects. Oversees assigned projects to ensure consultant and contractor compliance with time and budget parameters for the project.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Associate's Degree with major course work in engineering or architecture; to seven (7) years experience 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 single and double Family Dwelling endorsement in trade of choice (Building, Electrical, Plumbing, or Mechanical) as approved by the Building Official.

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

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles, practices and methods of building, facilities, and/or engineering construction.
- Knowledge of pertinent federal, state and local codes, rules, regulations, and other regulatory standards applicable to the work.
- Knowledge of the materials, methods and development process associated with construction design and administration.
- 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 construction and/or engineering drawings and specifications, and recognize deviation from established codes and regulations.
- Ability to review and recommend changes, additions and corrections in detailed construction, renovation, restoration and maintenance plans and specifications.
- 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.