



CLASSIFICATION DESCRIPTION

TITLE: SENIOR PLANS EXAMINER

JOB CODE: 17 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Under general direction, the purpose of the position is a working supervisor to perform technical work reviewing and analyzing building construction plans and specifications submitted for permitting construction projects to ensure compliance with all building codes, ordinances and regulatory requirements applicable to the work. Assigns, trains, monitors and supervises the work of the other plans examiners. 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, contractors, 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.

- Plans, prioritizes, assigns, supervises, reviews, monitors and participates in the work of plans examining staff to ensure proposed work and plans comply with the Florida Building Codes, Florida Statutes and the Florida Administrative Code
- Reviews plans for compliance with the Florida Building Codes in all plan review disciplines
- Reviews complex building construction and site plans, calculations and specifications
- Establishes schedules, procedures and methods to ensure plans examining services are performed within established turn-around times
- Identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly
- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and processes
- Meets and confers with architects, engineers, contractors and the general public
- Interprets, applies and explains building, electrical, plumbing and mechanical codes, statutes and administrative code provisions and related regulations to staff, developers, contractors and the public
- Resolves problems and conflicts related to the application of codes with design professionals, developers, contractors and staff

- Establishes and maintains effective relationships with design professionals, developers, contractors, business and homeowners and the public in general
- Coordinates plans examining activities with other departments and outside agencies and proactively engages stakeholders and provides guidance through the City's permitting, plan review and inspection processes
- Participates in the recruitment and training of plans examining staff; coaches and evaluates staff performance and works to implement effective processes and procedures to ensure the consistent and timely delivery of plan review services across the plans examining team
- Verifies the work assigned to staff is thorough, accurate and performed in accordance with the intent of the applicable codes and standards
- Prepares analytical and statistical reports
- Attends and participates in professional training, attends meetings, remains informed and current regarding construction trends, methods and materials and evolving building codes
- Participates in a variety of special projects as assigned
- Operates a computer using word processing, spreadsheet, permitting software and related software applications
- Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

High School graduate or equivalent with five years of experience as a plans examiner or a degree from an accredited college or university with major course work in architecture, civil engineering, or building construction and two years of experience as a plans examiner. Also requires two years professional supervisory experience. Must possess a State of Florida license as a standard building plans examiner and one additional license as a plans examiner or Inspector in one of the following categories: electrical, mechanical or plumbing. Registration as a Florida licensed architect or engineer substitutes for the additional license. Must obtain Florida standard plans examiner licenses in electrical, mechanical and plumbing within one year of employment.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

State of Florida standard license as a Building Plans Examiner.

Must apply for, and obtain required State of Florida provisional plans examiner licenses within one hundred twenty (120) days from date of hire and obtain required State of Florida standard plans examiner licenses within twelve (12) months of date of hire.

- Knowledge of Florida building codes, Florida Statutes and Florida Administrative code and the ability to interpret and properly apply code, statute and administrative code provisions in the review of construction plans and specifications
- Knowledge of architectural and structural drafting conventions and techniques, structural computation methods and procedures and technical industry terminology
- Knowledge of supervisory practices and techniques
- Ability to assign, train, monitor, review, and evaluate the work of building plans examiners and ensure work is thorough and completed with a high degree of accuracy
- Ability to read, understand and interpret construction plans, drawings and diagrams, calculations and specifications
- Ability to perform mathematical calculations including basic geometry
- Ability to communicate effectively both verbally and in writing including developing and presenting written reports and presentations to staff, developers and contractors
- Ability to use word-processing, spreadsheet, permitting and plans examining software and related applications

- Ability to establish and maintain effective working relationships and communications with internal and external customers, industry professionals, co-workers and the public
- Ability to organize work, establish priorities, meet established deadlines, and complete assignments with a minimum of direction
- Ability to operate a motor vehicle

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, 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.