



CLASSIFICATION DESCRIPTION

TITLE: SENIOR PLANS EXAMINER **JOB CODE: 17 (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 with applications for building permit to ensure compliance with all Florida building codes, City ordinances and State of Florida statutory and administrative code requirements applicable to proposed construction projects. Assigns, trains, monitors, and supervises the work of the other plans examiners. Employees in this classification perform at a professional level and are responsible for providing comprehensive and complete plans review in various construction trades to ensure design compliance with all Florida building codes, Florida State Statutes, and the Florida Administrative Code. Position provides exceptional customer service, technical expertise and guidance to all stakeholders working in the City including licensed design professionals, developers, contractors, other City departments, and the general public regarding the interpretation and application of code provisions related to proposed construction projects.

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 need 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 building plans examiner or a degree from an accredited college or university with major course work in architecture, engineering, or building construction and two years of experience as a building plans examiner. Also requires three years direct plans examiner supervisory experience. Must possess State of Florida certification as a standard building plans examiner and certification in at least two of three of the following categories: standard electrical, standard plumbing or standard mechanical plans examiner. Registration as a Florida licensed architect or engineer substitutes for one of the additional certifications. Regardless of number of certifications at time of employment, must also obtain Florida remaining standard plans examiner certifications within one year of employment.

LICENSES, CERTIFICATIONS AND REGISTRATIONS

State of Florida standard certification as a Building Plans Examiner and at least two additional standard plans examiner certifications in either electrical, mechanical, or plumbing. Must apply for and obtain required State of Florida provisional plans examiner certifications within one hundred twenty (120) days from date of hire and obtain required State of Florida standard plans examiner certifications within twelve (12) months of date of hire.

- Demonstrated thorough 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
- Demonstrated thorough 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.