



CLASSIFICATION DESCRIPTION

TITLE: PLANS EXAMINER I

JOB CODE: 15 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under general direction, the purpose of the position is to perform plan reviews of submitted construction plans in the building, electrical, plumbing, mechanical, energy conservation and accessibility disciplines for both residential and non-residential buildings and structures to ensure plans comply with the Florida building codes. Employees in this classification are responsible for the technical review of plans for new and altered buildings and structures for compliance with the Florida Building Code, Florida Residential Code, Florida Plumbing Code, Florida Mechanical Code, Florida Fuel Gas Code, Florida Energy Conservation Code, Florida Existing Building Code, Florida Accessibility Code and the National Electric Code. The objective of this position is to systematically analyze and evaluate all aspects of project design, specifications and calculations of proposed construction work for compliance with Florida Statutes, Florida Administrative Code and the Florida Building Code to ensure the health, safety and welfare of the general public. and the Florida Building Codes. Additional objectives are to effectively communicate code provisions in relation to requested plan revisions and to provide guidance to permit applicants to ensure their successful navigation of the City's permitting and plans examination processes.

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 design plans and specifications for new and altered residential and non-residential buildings and structures to ensure compliance with Florida building codes, Florida Statutes and Florida Administrative Code regulations and all related referenced standards in the codes governing new and existing construction.
- Collaborates with licensed design professionals, contractors, subcontractors, citizens, homeowners and other stakeholders as well as other team members, building inspectors, permit technicians, internal administrative support and others within the Community Development Department to ensure all required plans, supporting documents, reports, project specifications and calculations that comprise a complete submittal package for each permit type allowing for an efficient and thorough plan review of submitted permit application.
- Identifies violations of the Florida building codes that may exist in construction plans and issues plan review corrections establishing a means of bringing the proposed design into compliance with applicable building code provisions. Meets with design professionals, contractors, sub-contractors, citizens, homeowners, the general public and other stakeholders

to explain the application and intent of the Florida building codes and advises persons of the intended corrective actions and expected time frame to correct violations; performs supplemental review of plans to determine whether corrections have been made to achieve compliance and assists with navigation of the City's permitting and inspection processes..

- Issues written plan deficiency notices citing specific code sections; performs additional plan reviews as necessary to determine if corrections have been performed in accordance with the codes to ensure design work is brought into compliance.
- Reviews, maintains and updates all files, documents, plan review and code violation records and all activities related to assigned plan review duties and responsibilities.
- Reads and interprets construction blueprints, calculations and specifications for construction plans and designs.
- Interacts, communicates and otherwise reports to, and coordinates all plan review activities and other work assignments with the Senior Plans Examiner regarding matters related to the enforcement of the Florida building codes and any other issues related to the conduct of plan reviews ensuring construction work design is in compliance with the codes.
- Obtains all necessary continuing education, maintains records and reports acquired continuing education to the appropriate entity to obtain and maintain licenses required by the City and State of Florida to maintain employment as a Florida licensed plans examiner.
- Provides extensive information to design professionals, contractors, subcontractors, citizens, homeowners and other stakeholders regarding the interpretation, intent and application of various code provisions and provides guidance so persons are able to successfully navigate the City's permitting and plan review processes ensuring completion of permitted projects on established schedules.
- Engages, informs, educate and assists the Chief Building Inspector and other Building Inspectors with the understanding of plans, methods of construction and materials including approved plans, evaluation reports, product approval numbers, installation instructions, evaluation reports and complex construction matters.
- Receives, responds to and provides resolution to inquiries and concerns from with licensed design professionals, contractors, subcontractors, citizens, homeowners and other stakeholders City officials, and other City departments and outside agencies regarding permitting and plan review matters.
- Continues to learn, acquire information and expand knowledge regarding construction trades, trends, construction technology, methods of construction and materials and to study and become well versed in the understanding and application of the Florida building codes, standards referenced in the codes and local code amendments.
- Performs related duties as directed by the Senior Plans Examiner, Deputy Chief Building Official or Chief Building Official.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED. State of Florida Standard Building Plans Examiner Certification (preferred) or one Standard Certification in either the electrical, mechanical or plumbing plans examining disciplines and ability to obtain Standard Building Plans Examiner Certification within one (1) year of date of employment. One (1) year of direct building code plans examining experience or plan reading experience such as estimating or project planning or three (3) years building inspection experience. If no Standard Plans Examiner Certification, then ability to obtain certification as outlined below and verification of four year's work experience in commercial building, electrical, mechanical and plumbing inspection or plans examining disciplines or four years commercial contracting experience or an equivalent combination of education, training, and experience in the certification category sought, as required by the State of Florida Building Code Administrators and Inspectors Board (BCAIB).

LICENSES

Must possess a valid Florida Driver's License

CERTIFICATIONS

Option 1

State of Florida Standard Building Plans Examiner Certification (preferred) or Standard Certification in either the electrical, mechanical or plumbing plans examining disciplines. Demonstrated ability to obtain Standard Building Plans Examiner Certification within one (1) year of date of employment.

Option 2

If candidate does not possess a State of Florida Plans Examiner Certification, then candidate must obtain Provisional Building Plans Examiner Certification within one hundred twenty (120) days of date of employment. Candidate must then obtain State of Florida Standard Building Plans Examiner Certification within one (1) year of date of employment

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.