



Building Plans Examiner

Category: Classified
Pay Grade: C26
Job Code: 12242

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly advanced technical work reviewing a combination of commercial and residential construction documents and related issues for compliance with the building, life safety, accessibility and energy codes, flood regulations, including other Building Division assignments related to construction and land use codes or ordinances; ensures application of state, County, and municipal related codes when performing plan reviews for a wide range of commercial, multi-family residential, residential, or other buildings or structures and the timely completion of inter/intra-department or municipal reviews prior to the issuance of permits; examines requests and situations that may include County requirements as well as other municipalities' ordinances; carries out discussion, important interactions, and communications between architects, engineers, contractors, municipal staff, and officials to explain codes and resolve code problems related to construction plans or drawings and related matters; verifies code conformance of construction drawings prior to approval of the drawings necessary for the issuance of permits with emphasis on comprehensive, professional, and timely support to customers on both complex and routine services.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Assigns street addresses to new construction and executes changes and re-assignments of street addresses;
- Assists building personnel in resolving commercial and residential complaints from the general public, architects, engineers, contractors, and attorneys;
- Attends preconstruction and predevelopment meetings with contractors, developers, owners, architects, engineers, and city staff;
- Attends Building Board of Adjustment and Appeal meetings as a representative of the division and testifies on technical matters regarding building regulations;
- Attends Magistrate and Court proceedings as a representative of the division and prepares, presents, and testifies on technical matters regarding building regulations;
- Attends municipal meetings of council, Zoning Board of Adjustment, and planning commission as needed;
- Completes building, plumbing, electrical, and mechanical reviews on residential and small commercial projects;
- Confers with city officials on zoning and land development as prescribed by individual city or town regulations and ordinances;
- Educates, trains, directs, and provides technical leadership or guidance to personnel and customers;
- Establishes and maintains technical file records of individual projects to monitor and facilitate inter/intra-department reviews;
- Furnishes advanced technical advice regarding commercial and residential building, life safety, accessibility and energy codes, and flood regulations;
- Performs field work to investigate, inspect, and resolve issues and assignments or difficult problems, as necessary;
- Prepares and maintains technical reports;
- Public contact work with responsibility for representing the customer relation interests of the County;

- Approves residential, building, and construction permits;
- Reviews and coordinates both commercial and residential plans including plan revisions submitted by the general public, architects, engineers, and contractors for compliance with applicable codes;
- Reviews and resolves complex building related compliance disagreements through communications, field inspections and, when necessary, assists higher level staff to resolve controversial matters;
- Reviews and responds to residential and commercial complaints from architects, engineers, contractors, and the general public;
- Reviews and signs plans that meet required codes and regulations;
- Reviews codes and consults with supervisor to resolve interpretation disagreements;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) years of experience as a building inspector, contractor, or plan reviewer that includes one (1) or more years performing complex commercial or residential plan review, or completion of one (1) year of training to perform advanced commercial examiner tasks; or an Associate's degree in an engineering, architecture, construction, or related field, or completion of a two-year vocational or technical diploma, or certification in a related field and four (4) years of experience as described above; or a Bachelor's degree in civil engineering, construction, or related field and two (2) year of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate must be able to qualify for and be able to be approved to obtain Florida certification as a Building Plans Examiner as required by Florida.
- Candidate must obtain Florida certification as a Standard Building Plans Examiner within one (1) year of employment and maintain the related continuing education as required by Florida.
- Possession of Florida certification as a Standard Building Inspector.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge adequate for reviewing construction and a general knowledge of plumbing, electrical and mechanical trades, and related regulations;
- Knowledge of and ability to interpret the commercial and residential building, life safety, accessibility and energy codes, and flood regulations;
- Knowledge of and ability to interpret applicable zoning and land use codes including those of municipalities including Federal Emergency Management Agency (FEMA) and local flood regulations and ordinances;
- Knowledge of the commercial and residential building, plumbing, electrical, and mechanical codes;
- Knowledge regarding permits, requirements, fees, and overall permit processes;
- Knowledge of the methods and practices involved in commercial construction, residential construction, and related matters including standard testing methods;
- Knowledge of the practical relationship of commercial construction, residential construction, building materials, and methods of compliance with building codes and regulations.
- Skill in enforcing codes and regulations with tact and uniformity.
- Ability to answer inquiries regarding permits, requirements, fees, and overall permit processes;
- Ability to apply computer applications and software;
- Ability to express oneself clearly and concisely, orally and in writing to communicate, apply, and enforce regulations with firmness, tact, and impartiality;
- Ability to discuss and effectively communicate commercial construction and design methods relating to the codes with architects, engineers, contractors, division personnel, municipal officials, and customers;

- Ability to read and interpret complex commercial and residential building drawings and related documents to identify and recognize code violations, solve problems, or recommend solutions to division problems;
- Ability to deliver accurate and understandable construction design information relating to codes and regulations with architects, engineers, contractors, and division staff;
- Ability to establish and maintain effective working relationships with contractors, builders, fellow employees, municipal staff and officials, and the general public.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recordings on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.