

JOB TITLE: Chief Plans Examiner

JOB CODE: 10.18

GRADE: 21

CLASSIFICATION: Exempt

PURPOSE OF POSITION: Performs difficult technical work supervising and ensuring compliance with City ordinances and regulations governing the review of building plans, site designs, and architectural designs. Informs the public on interpretations of the code and changes in the code.

MINIMUM QUALIFICATIONS: A Bachelor Degree with major course work in structural, civil, or mechanical engineering or related field and seven (7) years construction or engineering experience including at least two (2) years of supervisory experience. Must be certified as a Building, Plumbing, Mechanical, or Electrical Plans Examiner and have a Florida Fire Inspector Certification upon employment. Possession of and ability to maintain a valid State of Florida Driver's License is required.

SPECIAL REQUIREMENTS:

- Through knowledge of mechanical and structural engineering practices as applied to the construction and inspection of houses, apartments and commercial and industrial buildings.
- Through knowledge of building codes, fire prevention and life safety codes and zoning ordinances.
- Through knowledge of modern fire fighting and fire prevention techniques and of typical sources of fire hazards in buildings and equipment.
- Ability to explain the City's policies, rules and regulations, codes and ordinances pertaining to building and construction.
- Ability to read and interpret blueprints, site plans, and architectural designs, and ensure compliance with appropriate codes and ordinances.
- Ability to understand and interpret fire prevention and life safety codes, building codes, state statutes, local ordinances, plans, and specifications.
- Ability to enforce fire prevention codes, building codes and City ordinances with firmness, impartiality and tact.
- Ability to establish and maintain cooperative and effective working relationships with contractors, architects, public officials, the general public, and associates.
- Ability to handle difficult and stressful situations with tact and diplomacy.
- Ability to communicate effectively, both orally and in writing.

ESSENTIAL FUNCTIONS:

- Performs detailed examination of building plans and specifications for conformance with pertinent codes, laws, and/or ordinances.
- Coordinates plan and specification reviews to ensure timely response and adequate feedback to applicant.
- Informs applicant of necessary additional information, drawings, etc., and on status of plans.

- Makes suggestions for corrections of defects or inadequacies found in structural soundness and requires corrections to be made to meet the requirements of pertinent City codes and engineering standards.
- Works with and represents the department on the Development Review Committee, the Crime Prevention through Environment Design Committee, and the Federal Emergency Agency (FEMA).
- Serves as spokesperson and represents the City on problems and issues arising under the American with Disabilities Act (ADA).
- Makes technical inspection of buildings in the course of construction, alteration and repairs.
- Prepares and submits reports of buildings found to be in violation of fire prevention and construction codes.
- Performs office work relative to the keeping of records, receiving of inspections request, and reviewing of blueprints, site plans, and architectural designs.
- Issues notices for corrections when necessary and confers with the contractor or owner regarding changes needed to bring the permitted project or existing deficiency into compliance.
- Reviews all plans for modifications and construction to facilities operated by the City or property located within the City owned by third parties to ensure compliance with the ADAAG and the Florida Accessibility Code for Building Construction.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: This position requires constant public contact. The incumbent acts as a City and Department representative to the public. Must have the ability to communicate well while discussing, explaining or interpreting building codes, fire and life safety codes, ordinances and laws to the to the public.

SUPERVISION RECEIVED: Considerable independent judgment exercised within framework of the laws, ordinances, regulations and established departmental procedures.

SUPERVISION EXERCISED: Directs and supervises the work of others as assigned.

PHYSICAL REQUIREMENTS: This is light work requiring exerting up to 20 pounds of force occasionally and up to 10 pounds of force frequently. Position requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching. Incumbent is subject to inside and outside activities with no effective protection from weather changes and changes in atmospheric conditions. Visual acuity is required to inspect buildings, site plans, and architectural designs and blueprints for code violations. Also for reviewing, checking, preparing, and maintaining written and computer files. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.