

**JOB TITLE: Commercial Plans Examiner**

**JOB CODE: 10.38**

**GRADE: 20**

**CLASSIFICATION: Non-Exempt**

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

**MINIMUM QUALIFICATIONS:** An Associate Degree with major course work in structural, civil, or mechanical engineering or related field and six (6) years of construction or engineering experience. Must have plans examiner certificate and fire inspector certificate or be able to secure the required state certificates within one (1) year of employment. Possession of and ability to maintain a valid State of Florida Driver's License is required.

**SPECIAL REQUIREMENTS:**

- In-depth knowledge of mechanical and structural engineering practices as applied to the construction and inspection of commercial and multifamily structures.
- In-depth knowledge of commercial and multifamily building codes, fire prevention and life safety codes and zoning ordinances.
- In-depth knowledge of modern fire fighting and fire prevention techniques and of typical sources of fire hazards in buildings and equipment.
- Knowledge of Federal Emergency Agency (FEMA) requirements and standards.
- Ability to explain the City's policies, rules and regulations, codes and ordinances pertaining to commercial and multifamily buildings and construction.
- Ability to read and interpret blueprints, site plans, and architectural designs, and ensure compliance with appropriate codes and ordinances for commercial and multifamily structures.
- Ability to understand and interpret fire prevention and life safety codes, building codes, state statutes, local ordinances, plans, and specifications related to commercial and multifamily structures.
- Ability to enforce with firmness, impartiality and tact the fire prevention codes, building codes and City ordinances governing commercial and multifamily structures.
- 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 commercial and multifamily 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.
- Attends Development Review Committee meetings on a regular basis.
- Makes technical inspections of commercial and multifamily buildings in the course of construction, alteration and repairs.
- Prepares and submits reports of commercial and multifamily buildings found to be in violation of fire prevention and construction codes.
- Performs office work relative to the keeping of records, receiving of inspections requests, and reviewing of blueprints, site plans, and architectural designs.
- Issues notices for corrections when necessary and confers with the contractor, project manager, or owner regarding changes needed to bring the permitted project or existing deficiency into compliance.
- 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 contact with the public and/or business community. The incumbent acts as a City and Department representative to the public and business community. Must have the ability to communicate well while discussing, explaining or interpreting building codes, fire and life safety codes, ordinances and laws related to commercial and multifamily structures.

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

**SUPERVISION EXERCISED:** May supervise residential plans examiners, if required.

**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.