

CITY OF MARCO ISLAND, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SENIOR PLANS EXAMINER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform building plan review on residential, multi-family and/or commercial site installations, repairs, and alterations to ensure conformity to the codes of the City. Under general guidance and direction of the Chief Building Official, coordinate and participate in the review of building plans and specifications. Participate in the inspection of complex structural building systems at various stages of construction, alteration and repair. Conduct comprehensive plan checks.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

This is the most advanced level in the Plans Examiner series. Incumbents in this class perform the most complex structural building inspections and plan check work requiring the use of considerable independent judgment and initiative. Senior Plans Examiners are responsible for lead worker duties such as scheduling project reviews, coordinating plan review activities with other departments, and providing training and functional supervision to lower-level plan reviewers and inspectors.

Schedule and perform the most difficult structural building inspections of commercial and residential buildings.

Check commercial, industrial, and residential building plans and specifications for compliance with the building code and related codes and ordinances.

Conduct comprehensive plan check reviews.

Assure proper and safe installations of routine and complex building systems.

Inspect foundation, framing, plumbing, structural members, mechanical systems, and a variety of other complex building system elements.

Interpret codes and ordinances and respond to a variety of questions and complaints from engineers, architects, contractors, and the public relative to inspection activities and building permit requirements.

Provide lead supervision to lower-level building inspectors or plans examiners.

Train and assist less experienced personnel.

Complete and maintain a variety of records, reports, documents, and correspondence related to field inspections.

ADDITIONAL FUNCTIONS

Considerable knowledge of State and local codes and laws for commercial, industrial, and residential building construction, mechanical, electrical, fuel gas and plumbing system construction design and installation.

Considerable knowledge of federal and state accessibility requirements for commercial, industrial, and residential construction.

Working knowledge of the principles of structural engineering.

Working knowledge of inspection methods and procedures.

Ability to read and interpret complex building/construction plans, diagrams, blueprints, and specifications.

Ability to work effectively with others.

Ability to prepare reports and maintain records.

Ability to communicate effectively both orally and in writing.

Ability to maintain a current plans examiner license.

Investigates complaints of construction, unsafe construction or conditions of progress of construction and other complaints as assigned.

Interacts with architects, engineers, contractors, developers, general public, and other City staff in the performance of duties and assists the Building Official with various projects as assigned.

Operates a personal computer, phone system, scanner, copier, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

MINIMUM QUALIFICATIONS

High school graduate or G.E.D.; five years of experience as a Building Inspector, Superintendent, or Contractor in a relevant field of specialty; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Florida driver's license. Must obtain and maintain certification from ICC and the State of Florida as a Building Inspector.

NOTE: Must possess a Standard Plans Examiner License through the Florida Building Code Administrators and Inspectors Board. Must obtain a Provisional Building Inspector License within 60 days and achieve a Standard Building Inspector License within 180 calendar days from receiving provisional. Required certifications must be kept current to continue employment in this position.

JOB BASED COMPETENCIES

Thorough knowledge of modern building construction practices, methods, materials, equipment and zoning practices.

Thorough knowledge of local building construction codes.

Knowledge of the principals and practices applied to the enforcing building and zoning regulations.

Ability to supervise field and office personnel in building and zoning inspection activities.

Ability to understand and interpret codes, plans, and specifications.

Ability to establish and maintain cooperative relationships with fellow employees, contractors, the general public, architects, engineers, and public officials.

Ability to enforce building codes and ordinances with firmness, impartiality, and tact.

PUBLIC CONTACT

This position requires public contact with contractors and the general public.

ORGANIZATION STATUS/SUPERVISORY RESPONSIBILITIES

Under the direction of and responsible to the Building Official and/or Director of Growth Management. Work is reviewed by the designated official for conformance with established codes and regulations. Supervises, plans, directs, and reviews the work of Inspectors, or others as assigned.

PHYSICAL REQUIREMENTS

This is light work requiring the exertion of twenty (20) pounds of force occasionally and up to ten (10) pounds of force frequently. Work requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching. Worker is subject to inside and outside activities (weather permitting). Visual acuity is required to inspect buildings while under construction for code violations. Worker is required to hear sufficiently to perceive information at normal spoken word levels. Work entails possible safety hazards and necessary safety precautions are to be taken to prevent injury.

The City of Marco Island is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.