

## **CHIEF PLANS EXAMINER – DIVISION MANAGER**

### **MAJOR FUNCTION**

The primary function of this position is to review plans and specifications as submitted for permitting and construction to ensure conformance with applicable codes, ordinances, and laws in effect and to train, coordinate, support, and supervise the division of plans examiners. Employees in this classification are responsible for managing the division's staff in ensuring all plans and specifications submitted for construction permitting comply with established regulatory requirements.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work period, or otherwise to balance the workload.

- Shall serve as Building Official as defined by Florida Statute, Chapter 468.603 in the absence of a director. Shall be responsible for direct regulatory administration or supervision of plan review, enforcement, or inspection of building construction, erection, repair, addition, remodeling, demolition, or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other construction codes as required by state law or county ordinance.
- Provides a positive example for staff under charge regarding work ethic, attitude, professional ethics, knowledge of the codes, interpersonal interactions, and mutual respect.
- Provides written and oral technical advisement and conveys interpretations in response to inquiries about plans review issues from the public, staff and administration.
- Supervises, monitors, and coordinates the workload of staff under charge.
- Performs plans review as necessary to assist division staff in completing daily workload.
- Coordinates inter-related issues with other departments and agencies.
- Creates and coordinates training program for division staff.
- Encourages and facilitates professional development and leadership capabilities of division staff.
- Maintains a program to acknowledge staff performance; monitors and evaluates personnel for effectiveness and efficiency.
- Communicates with contractors concerning effectiveness of division staff, changes in codes and/or policies, and suggestions for reducing repeat violations.
- Provides information about division staff and plans review as required for department

## **CHIEF PLANS EXAMINER – DIVISION MANAGER**

reports.

- Anticipates and solves problems facing the division, staff employees, administration and customers that result from or are affected by the operation of the division.
- Coordinates issues relating to expenditure of department funds, including staffing levels, overtime, fixed assets, supplies and miscellaneous areas of expense.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

Responsible for directly and regularly supervising five to eight employees with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience**

Graduation from an accredited two-year college or university with major course work in engineering or architecture; or high school diploma or GED and ten years experience as a contractor or superintendent of construction, to include five years lead worker supervisory experience; or an equivalent combination of training and experience.

#### **Licenses**

Requires a valid Florida Driver License.

#### **Certifications**

Four Standard licenses through State of Florida as Plans Examiner (Building, Electrical, Plumbing, or Mechanical). Meets the requirements of Chapter 468, Part XII, Florida Statutes for Plans Examiners.

### **JOB SKILLS**

## **CHIEF PLANS EXAMINER – DIVISION MANAGER**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

### **Language Skills**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from clients, customers and the general public.

### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra, geometry, and trigonometry.

### **Problem Solving Ability**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, programs continually.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis, or complex scientific/technical systems.

### **Specialized Skills and Abilities**

- Thorough knowledge of the methods and practices involved in modern construction and of standard testing devices and procedures.
- Construction background and thorough knowledge of building, plumbing, electrical, mechanical, and gas disciplines.
- Thorough knowledge of the materials and methods used in building construction and the stages of construction when possible defects and violations may most easily be observed and corrected.
- Ability to read and interpret maps, construction diagrams, plans, blueprints, and specifications.
- Ability to communicate tactfully and courteously with members of the general public.

## **CHIEF PLANS EXAMINER – DIVISION MANAGER**

- Knowledge of management and administrative principles and techniques.
- Ability to write legibly.
- Ability to perform computer data entry and inquiries using Windows applications.
- Ability to train and coordinate the schedules, workload and priorities of division staff.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, two-way radio, fax machine, copy machine, and other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, and to lift up to fifty pounds; will regularly be required to sit, talk or hear, and to lift up to twenty-five pounds; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear. Vision requirements are close distance, color, and peripheral vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles and toxic or caustic chemicals. The typical noise level for this work environment is moderate.

Established: 10/99

Pay Grade: 22

Job Description Number: 1152

Category: 1

Status: E

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