

## **PLANS EXAMINER I**

### **MAJOR FUNCTION**

The primary function of this position is to review plans and specifications as submitted for permitting construction projects to ensure conformance with applicable codes, ordinances, and laws in effect.

### **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 periods, or otherwise to balance the work load.

- Reviews plans and documents for compliance with current codes.
- Confers with architects, engineers, and customers.
- Confers with department manager, inspectors, and staff.
- Maintains routine data and records.
- Ensures that permit fees comply with Marion County ordinance and current resolution.
- Coordinates inspection types to match plans.
- Answers questions from members of the general public.
- Provides advice and assistance to field staff regarding code interpretations as requested.
- Assists other plans examiners with daily duties when necessary.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **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**

This position has no supervisory responsibilities.

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

## **PLANS EXAMINER I**

### **Education and Experience**

High school graduate or GED and must evidence a minimum of five (5) years of either construction and or construction plans examining experience, or evidence a combination of post secondary education in a related field with at least one (1) year of field experience, with a total of five (5) years in the building trade and one and two family dwelling construction

### **Licenses**

Valid Florida Driver License.

### **Certifications**

Provisional license through State of Florida as a Building plans Examiner. Requires standard Plans Examiners license within twelve (12) months of employment. Meets the requirements of Chapter 468, Part XII, Florida Statutes for Plans Examiners.

## **JOB SKILLS**

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 to public, groups, and/or boards.

### **Mathematical Skills**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Problem Solving Ability**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- Studies manual work process to determine most effective methods for essential tasks.

## **PLANS EXAMINER I**

### **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 primary trade of assignment, e.g., building, plumbing, electrical, mechanical.
- 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.
- Ability to write legibly.
- Ability to perform computer data entry and inquiries.
- 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.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand and to lift up to twenty five pounds; will regularly be required to sit; 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 and color 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.

**PLANS EXAMINER I**

Established: 10/99	Category: 3
Pay Grade: 15	Status: NE
Job Description Number: 3066	Revised: 10/2005