

PLANS EXAMINER IV

MAJOR FUNCTION

The primary function of this position is to review plans and specifications as submitted for permitting to ensure conformance with applicable codes, ordinances, and laws in effect and to assist in the training, coordination, and support of the division of plans examiners.

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 manager, inspectors, and staff pertaining to technical aspects of position.
- Performs administrative duties as assigned by the division supervisor.
- Ensures that permit fees comply with Marion County Ordinance and current resolution.
- Assists in maintenance of the work schedule, training program, and procedure manual.
- Provides technical input for the evaluations of employees in the division.
- Assists other plans examiners with daily duties as required.
- Answers questions from members of the general public.
- Maintains routine data and records.
- Provides advice and assistance to office and field staff regarding code interpretations.
- Maintains division library of technical manuals, code books and catalogues.

SECONDARY FUNCTIONS

- Trains other plan examiners in preparation for advancement through examinations.
- 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

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Officially designated as a lead worker supervising five to eight employees. Provides on-going work guidance, review of work product, and resolution of work problems. May provide some input regarding job performance.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

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 a 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

Four Standard Licenses through State of Florida as Plans Examiner in all trades (Building, Electrical, Plumbing, or Mechanical). 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 and respond to questions from groups of managers, clients, customers, and the general public.

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 define problems, collect data, establish facts and draw conclusions.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.

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- Studies manual work process to determine most effective methods for essential tasks.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis, and 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.
- Ability to write legibly.
- Ability to perform computer data entry and inquiries using Windows applications.
- Ability to develop plans, policies and programs in an area where change is dynamic.
- Ability to work in a multi-tasked environment with numerous interruptions.
- 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 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.

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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: 1/99

Pay Grade: 20

Job Description Number: 1153

Category: 3

Status: NE

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