

BUILDING PLANS EXAMINER

Job Code	Pay Grade
12242	CL18

Nature of Work

This is highly advanced technical work reviewing a combination of commercial and residential construction documents, and related issues for compliance with the building, life safety, accessibility and energy codes, flood regulations, including other Building Division assignments related to construction and land use codes or ordinances. The incumbent is responsible for application of state, county and municipal related codes when performing plan reviews for a wide range of commercial, multi-family residential, residential or other buildings or structures and the timely completion of inter/intra department or municipal reviews prior to the issuance of permits. Requests and situations examined may include Pinellas County requirements as well as other municipalities' ordinances. A significant part of the work requires discussion, important interactions and communications between architects, engineers, contractors, municipal staff and officials to explain codes and resolve code problems related to construction plans or drawings and related matters. The incumbent verifies code conformance of construction drawings prior to approval of the drawings necessary for the issuance of permits with emphasis on comprehensive, professional, and timely support to customers on both complex and routine services. The incumbent may be required to provide technical leadership and guidance to other individuals. The position reports to a senior management official or designee.

Minimum Qualification Requirements

- Candidate must possess 6 years experience as a building inspector, contractor, or plan reviewer that includes 1 or more years performing complex commercial or residential plan review, or completion of 1 year training to perform advanced commercial examiner tasks; or
- Associate's degree in an engineering, architecture, construction, or related field, or completion of a 2 year vocational or technical diploma, or certification in a related field and 3 years experience as described above; or
- Bachelor's degree in civil engineering, construction, or related field and 1 year experience as described above; or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Candidate must be able to qualify for and be able to be approved to obtain Florida certification as a Building Plans Examiner as required by Florida.
- Candidate must obtain Florida certification as a Standard Building Plans Examiner within 1 year of employment and maintain the related continuing education as required by Florida.
- Possession of Florida certification as a Standard Building Inspector.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Assigns street addresses to new construction and executes changes and re-assignments of street addresses.
- Assists building personnel in resolving commercial and residential complaints from the general public, architects, engineers, contractors, and attorneys.
- Attends Building Board of Adjustment and Appeal meetings as a representative of the division; testifies on technical matters regarding building regulations.
- Attends Magistrate and Court proceedings as a representative of the division; prepares, presents and testifies on technical matters regarding building regulations.
- Attends municipal meetings of council, Zoning Board of Adjustment and planning commission as needed.
- Completes building, plumbing, electrical, and mechanical reviews on residential and small commercial projects.
- Confers with city officials on zoning and land development as prescribed by individual city or town regulations and ordinances.
- Educates, trains, directs, and provides technical leadership or guidance to personnel and customers.
- Establishes and maintains technical file records of individual projects to monitor and facilitate inter/intra department reviews.

BUILDING PLANS EXAMINER (continued)

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Illustrative Tasks (continued)

- Furnishes advanced technical advice regarding commercial and residential building, life safety, accessibility and energy codes, and flood regulations.
- Performs field work to investigate, inspect, and resolve issues and assignments or difficult problems, as necessary; performs minor field work as necessary to investigate and resolve problems that might arise.
- Prepares and maintains technical reports.
- Public contact work with responsibility for representing the customer relation interests of Pinellas County.
- Approves residential, building, and construction permits.
- Reviews and coordinates both commercial and residential plans including plan revisions submitted by the general public, architects, engineers, and contractors for compliance with applicable codes.
- Reviews and resolves complex building related compliance disagreements through communications, field inspections and, when necessary, assists higher level staff to resolve controversial matters.
- Reviews and responds to residential and commercial complaints from architects, engineers, contractors and the general public.
- Reviews and signs plans that meet required codes and regulations.
- Reviews codes; consults with supervisor to resolve interpretation disagreements.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge adequate for reviewing construction and a general knowledge of plumbing, electrical and mechanical trades, and related regulations.
- Knowledge of and ability to interpret the commercial and residential building, life safety, accessibility and energy codes, and flood regulations.
- Knowledge of and ability to interpret applicable zoning and land use codes including those of municipalities including Federal Emergency Management Agency (FEMA) and local flood regulations and ordinances.
- Knowledge of the commercial and residential building, plumbing, electrical, and mechanical codes.
- Knowledge regarding permits, requirements, fees, and overall permit processes.
- Knowledge of the methods and practices involved in commercial construction, residential construction, and related matters including standard testing methods.
- Knowledge of the practical relationship of commercial construction, residential construction, building materials, and methods of compliance with building codes and regulations.
- Skill in enforcing codes and regulations with tact and uniformity.
- Ability to answer inquiries regarding permits, requirements, fees, and overall permit processes.
- Ability to apply computer applications and software.
- Ability to express oneself clearly and concisely, orally and in writing to communicate, apply and enforce regulations with firmness, tact, and impartiality.
- Ability to discuss and effectively communicate commercial construction and design methods relating to the codes, with architects, engineers, contractors, division personnel, municipal officials, and customers.
- Ability to read and interpret complex commercial and residential building drawings and related documents to identify, and recognize code violations; solve problems or recommend solutions to division problems.
- Ability to deliver accurate and understandable construction design information relating to codes and regulations with architects, engineers, contractors and division staff.
- Ability to establish and maintain effective working relationships with contractors, builders, fellow employees, municipal staff and officials and the general public.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Professionals	Classified