


City of Fernandina Beach
Job Description


City Manager Signature
2/25/16
Date

Title: Sr. Plans Examiner
Department: Community Development
FLSA Status: Non-Exempt
Reports to: Building Official
Pay Grade: 138

Minimum Qualifications

- A. Education and Experience:
High school diploma or GED and five (5) years of building inspection experience or equivalent experience required. Associates degree with concentration in construction/engineering preferred. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Certifications:
Must possess a current State of Florida, Dept. of Business & Professional Regulation Standard Inspector License in all four (4) residential technical code categories or as a One & Two Family Dwelling Inspector. Standard Plans Examiner License in Building and at least one (1) or more in the other three (3) technical commercial code categories – within six (6) months of employment. Valid Florida Driver's License required.
- C. Knowledge, Abilities, and Skills:
Good interpersonal skills, good physical condition, and ability and willingness to perform manual tasks required. Must have a thorough working knowledge of City codes and ordinances, all technical codes related to new and existing construction, principles and practices of building construction and plans review. Must have ability to physically perform complete inspections of job sites. Ability to work with the general public in enforcing codes and ordinances in a professional manner required. Excellent oral and written communication skills required.

General Description

Under the supervision of the Building Official maintains general control of the permitting process in accordance with Local/State/Federal codes, ordinances and laws during the review process. Review for compliance all plans and construction documents submitted for permitting for new constructions, additions, alterations, and repair work on commercial residential and industrial projects. Coordinates the review process with other City/State departments and agencies relating to the permitting process. Assists plans examiners, building inspectors and permit technicians in their daily duties as needed. May perform duties of the Plan Examiner/Inspector for the City of Fernandina Beach in his/her absence. Will assist with electronic archiving as needed.

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Essential Functions

1. Reviews construction plans for compliance with flood zone and adherence to all adopted codes.
2. Inspects construction projects to ensure structural and architectural components are in compliance with all building construction and fire codes.
3. Checks on-site compliance with construction height and setback requirements.
4. Records documents and maintains records as required.
5. Provides information and assistance to architects, engineers, contractors, public, and other employees concerning structural, mechanical, and architectural issues.
6. Provides interpretation of codes and makes recommendations of alternate methods of construction, if necessary, to meet the intent of the related code.
7. Keeps superiors apprised of all plans review activities. Advises management of actions and potential risks.
8. Attends and participates in administrative meetings as required.
9. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), driving, moderate lifting and carrying (up to 25 lbs.), reaching, pulling, pushing, walking, climbing, sitting, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside in an office environment and outside in various weather conditions.

Key Competencies: Integrity, Professional Knowledge, Analysis, Attention to Detail, Interpersonal skills, Communication (oral and written), Safety Awareness.