

## Overview

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**Inactive** No  
**Effective Date** 05/01/2017  
**Date of Last Change** 07/14/2016 03:49:52.546 PM  
**Job Profile Name** Plans Examiner II - Licensed - Contract  
**Job Code** CCG04C  
**Include Job Code in Name** No  
**Job Profile Summary** NATURE OF WORK:

Performs skilled technical work, reviews construction plans, specification, and other technical material submitted for the purposes of obtaining building and other permits in order to determine compliance with all applicable federal, state, and other applicable construction codes in assigned area such as building, plumbing, mechanical and electrical; performs other related work as required. Work is performed under the general supervision of the Chief Plans Examiner.

#### MINIMUM QUALIFICATIONS:

High School graduate.

License Requirements: Must possess two valid Plans Examiner licenses from the State of Florida Department of Business and Professional Regulations Building Code Administrators and Inspectors Board (F.S. Chapter 468) in an approved category or discipline of building, plumbing, mechanical, or electrical; or possess one valid Plans Examiner license and one valid Standard Inspector license from the Florida Building Code Administrators and Inspectors Board (B.C.A.I.) in approved disciplines.

Must possess and maintain a valid Florida driver's license.

Note: Promotion to Plans Examiner II requires possession of either two valid Plans Examiner licenses or one valid Plans Examiner license and one valid Standard Inspector license from the Florida Building Code Administrators and Inspectors Board (B.C.A.I.) in approved disciplines. Last performance evaluation must have resulted in an overall Meets Standards, with no factor rating less than Meets Standards.

9/6/2012- MGR/ Per Dept. request-Deleted years of experience and education, as they are a pre-qualifiers for State of FL Plans Examiner license.

3/6/2015- CF- Added Building Inspector license as one of the two required licenses required to meet min. qualifications, per Department request.

**Job Description**  
**Job Title Default** Plans Examiner II - Licensed - Contract  
**Restrict to Country** United States of America  
**Management Level** 8 Individual Contributor  
**Job Family** SEIU\_White\_Collar  
**Job Category**  
**Job Classification** 3JX - Technicians: Contracted (EEO-4Job Categories-United States of America)  
**Work Shift Required** No  
**Public Job** Yes

### Characteristics

Difficulty to Fill  
Critical Job No

### Compensation

Compensation Grade S11  
Compensation Grade Profile  
Impacted Eligibility Rules

### Qualifications

#### Certifications

Certification

Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)
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#### Competencies

Competencies

Required	Competency	Rating
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Competencies from Other Sources

Required	Competency	Rating	Source	Source Type
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#### Education

Education

Required	Degree	Field of Study
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#### Languages

Languages

Required	Language	Ability	Proficiency
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#### Responsibilities

Responsibilities

Required	Responsibility
	<p><b>EXAMPLES OF WORK PERFORMED:</b></p> <p><b>Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.</b></p> <p>Examines and approves building drawings, plans, and specifications of proposed construction and alterations/additions to existing structures to ensure compliance with all applicable Federal, State and local codes, ordinances, and standards; advises on possible alternatives to resolve issues with plans which do not meet requirements.</p> <p>Consults with developers, architects, engineers, contractors, and property owners to discuss technical requirements of plans; interprets regulations and recommends changes to correct plans to conform with applicable codes; provides technical assistance to Inspectors.</p> <p>Performs field inspections to determine compliance with approved plans as required which involves walking, climbing stairs, bending and stooping.</p> <p>Documents work, prepares technical reports, and maintains accurate records related to assigned work or projects.</p> <p>Responds to requests for information, assists customers such as developers, contractors, and the public in resolving issues, and to provides general information regarding permitting policies, procedures, building codes, standards and requirements, and other related matters.</p>
	<p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b></p> <p>Knowledge of federal, state, and local building codes, regulations, and professional standards.</p> <p>Knowledge of building construction, materials, and methods.</p> <p>Knowledge of math, geometry, and physics as required in performance of duties.</p> <p>Skill with organization and prioritizing work.</p> <p>Ability to read and interpret technical documents such as drawings, plans, specifications and blueprints.</p> <p>Ability to detect poor work quality, inferior materials, and hazards.</p> <p>Ability to communicate effectively orally and in writing.</p> <p>Ability to establish and maintain effective working relationships with contractors, engineers, architects and property owners.</p> <p>Ability to review, interpret, and enforce regulations in a tactful, ethical, and impartial manner.</p> <p>Ability to meet deadlines effectively and efficiently..</p> <p>Ability to maneuver heavy plan documents and plat books.</p>

**Training**

Training

Required	Training	Training Type	Description
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**Work Experience**

Work Experience

Required	Work Experience	Experience Level
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**Pay****Pay Rate Type**

Pay Rate Types

Country	Pay Rate Type
United States of America	Hourly

**Job Exempt**

Job Exempt

Country / Country Region	Job Exempt
United States of America	No

**Workers' Compensation Code**

Worker's Compensation Codes

Workers' Compensation Code	Country	Country Region	Location
8810 - Clerical Office Employees Noc (United States of America)	United States of America		