

**MAJOR FUNCTION**

This is technical architectural and engineering work that includes review of residential and/or commercial specifications of buildings and structures for compliance with building or fire code and accepted engineering practices, as applicable to the area to which the position is assigned. This employee consults with other City employees and the general public regarding the interpretation of codes and ordinances being enforced by the City. The work is performed with supervision from a higher-level supervisor within the framework provided by the approved codes, ordinances, and departmental policies.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Prior to the issuance of building permits, conducts a comprehensive review of associated building plans, architectural plans, and blueprints to ensure compliance with State minimum building or fire codes. Confers with contractors, architects, engineers, property owners, and others regarding compliance with and interpretation of building, fire, handicap, energy, and various other codes and ordinances being enforced by the City. Confers with supervisor on non-routine questions of technical interpretation of codes. Verifies general accuracy of energy forms. Calculates square footage for building or fire permit fees, and federal reports. Interfaces with and provides assistance to the general public as to what is required to obtain a building permit. Reviews and approves plans for building construction and alterations after verifying contractor's licenses, and issues building permits. Prepares and maintains technical records and reports. Provides advice and assistance to other departmental personnel on technical and administrative problems related to code enforcement and interpretation. Provides assistance to the general public on requirements for applying for construction or alteration permits and the related fees. Prepares reports to supervisor. Conducts reviews of construction plans to assess technical compliance with standard Building or Fire Code and the Floor Plain Management Ordinance. Performs Type A Site Plan reviews to identify and affect reconciliation of building or fire code issues. Performs related work as required.

**Other Important Duties**

Attends Board of Adjustment and Appeal meetings to represent the Building or Fire Inspection Division and answer any building or fire code questions. Serves in the absence of the Senior Plans Examiner. Completes special projects as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of structural engineering. Considerable knowledge of the practices, methods, and materials as applied to building construction. Considerable knowledge of the standard Building or Fire Code. Considerable knowledge of City Zoning Ordinance. Considerable knowledge of occupational and alcoholic beverage license requirements for classification. Ability to read and interpret construction drawings and to recognize deviations from such plans in building construction and installation processes. Ability to assist in the work of a staff engaged in the enforcement of codes and ordinances. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate effectively, clearly, and concisely, both orally and in writing. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Growth Management: Possession of a two year degree in architectural, building construction, or engineering technology, and three years of technical work experience as a plans examiner, building construction estimator, State of Florida licensed general, building or residential contractor, or building construction supervisor; or an equivalent combination of training and experience.

Fire: Possession of a two year degree in architectural, building construction, or engineering technology, and three years of technical work experience as a plans examiner, building construction estimator, State of Florida licensed general, building or residential contractor, or building construction supervisor; or three years of technical experience in the legal, civil engineering or county urban or regional planning field; or an equivalent combination of training and experience.

Necessary Special Requirements (As Designated)

Growth Management: Must possess, at the time of appointment, a Standard Building Inspector License and Plans Examiner License issued by the State of Florida, or must meet eligibility requirements to obtain a Provisional Building Inspector License and Provisional Plans Examiner License issued by the State of Florida at the time of appointment. Individuals hired under the provisional license option must obtain a Standard Building Inspector License and Plans Examiner License issued by the State of Florida within one year of appointment, as a condition of continued employment.

Fire: Must possess, at time of application, a valid Fire Safety Inspector certification issued by the State of Florida.

Must possess a valid Class E State Driver's license.

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