

Building Inspection Department Position Request

February 5, 2008

During the last fiscal year the Building Inspection Department has been overwhelmed with plan review applications and has found it difficult to keep up with the demand. We presently have three individuals employed as plans examiners and each has a backlog of applications still under review or waiting to be reviewed. The daily intake remains at an average of 10 applications a day that require plans review.

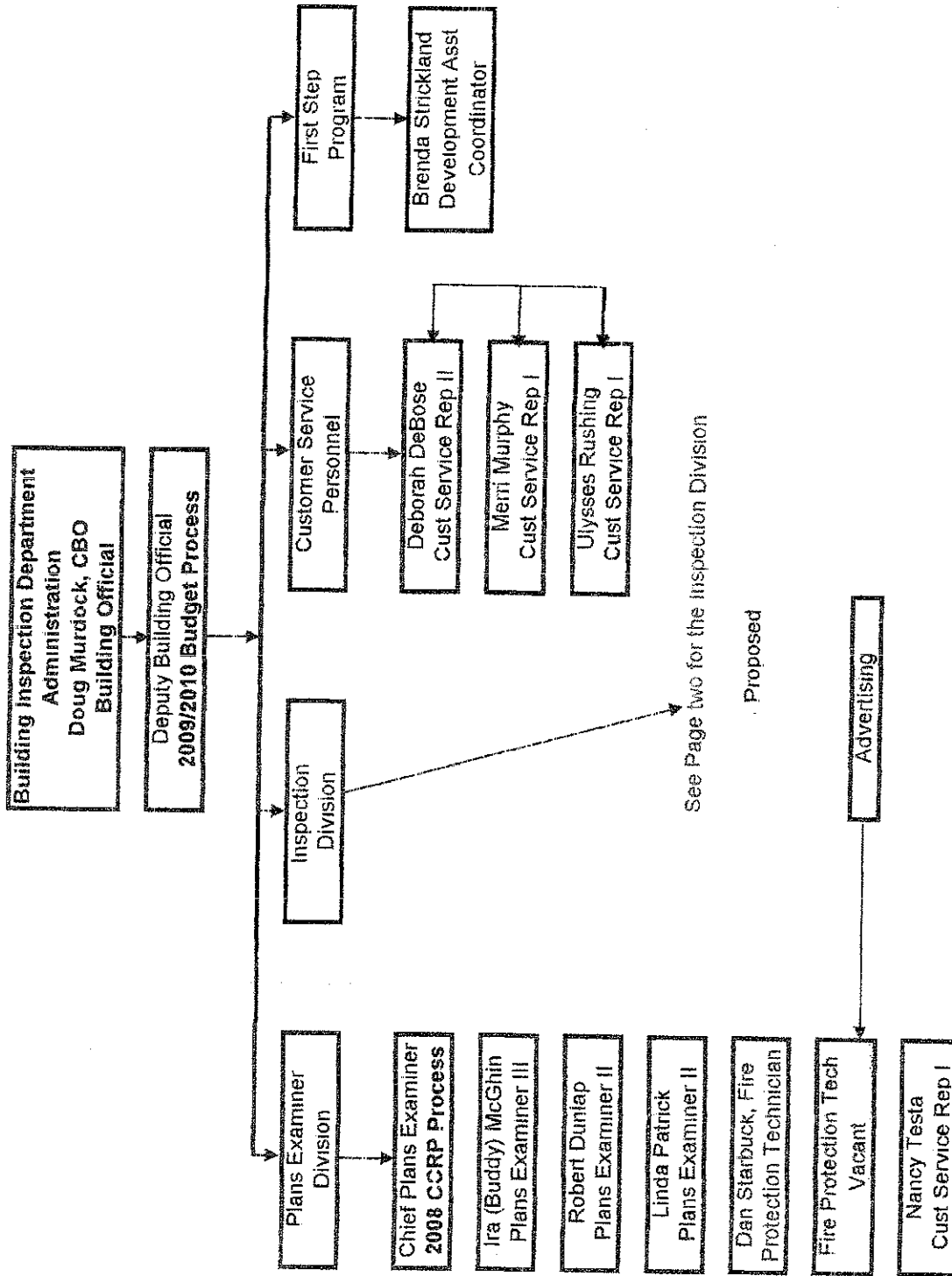
We have gone from a three to four week turnaround to a six to twelve week turnaround. This is not acceptable to our goals and objectives for the department nor is it acceptable to the local construction industry. As the administrator of the department I must do something to reduce the time spent in plan review for any application we receive.

I have contacted ICC plan review services and it is cost effective to use their service for some of our reviews. (a 45,000 sq ft business occupancy, type IIIB construction would cost us around \$6,000 dollars for the review. We have about 25 sets of plans that meet or exceed this parameter) However, due to the large volume of plans that require review it is cost prohibited. We will be better off with another position in the department to do the reviews locally, we will have better control and we will reduce the time spent in review considerably. My goal is to get us back to a three to four week turnaround on all plans needing review. Each of our three plans examiners has approximately 25 sets of plans to review or are in some degree of review.

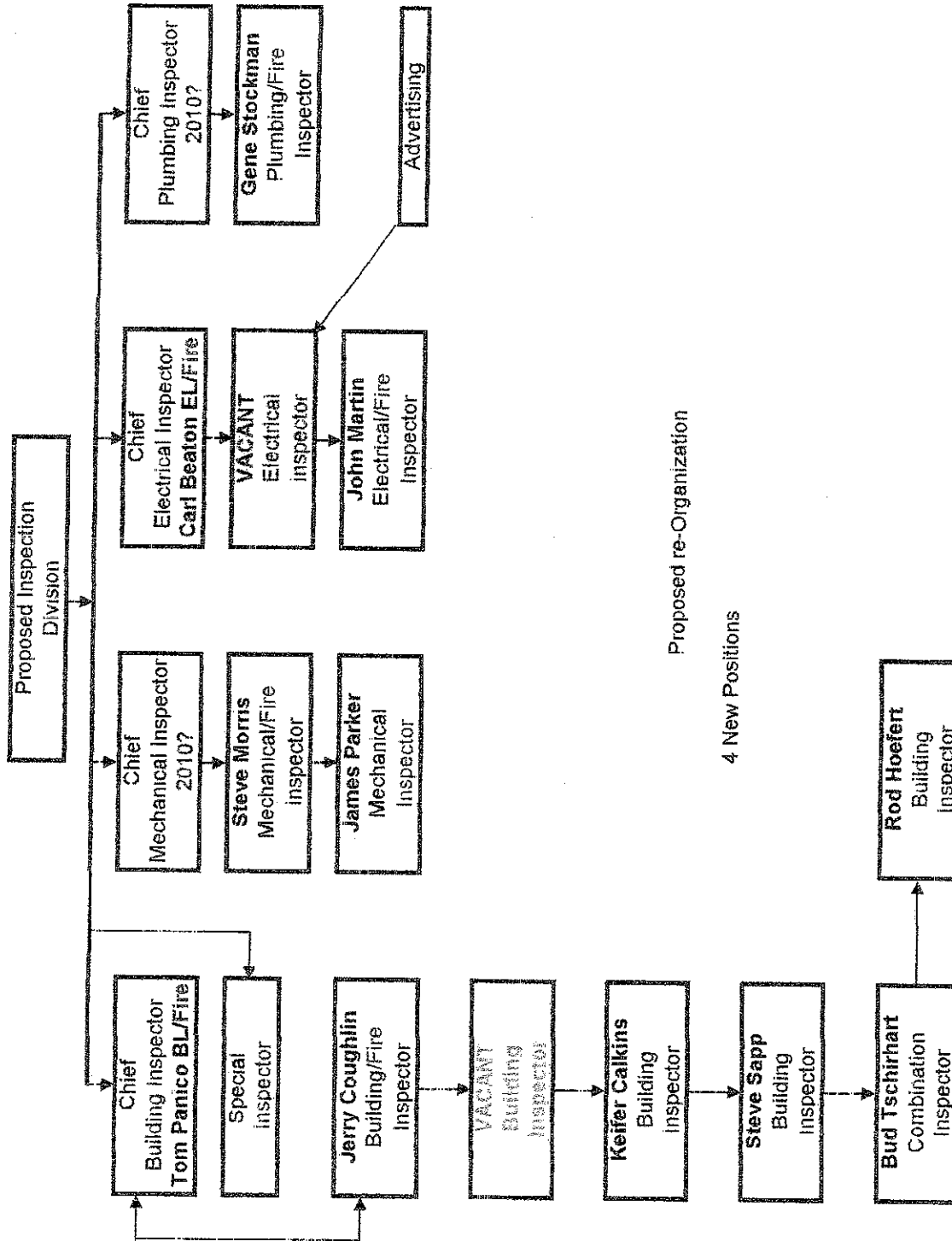
Therefore, I am requesting a Chief Plans Examiner be added to our approved positions within our department. I am recommending that the position be a grade M9, salary range from \$62,483 to \$93,124.

Should an applicant within the department be successful in the selection process I plan to under fill the position vacated to give us four certified plans examiners.

BUILDING INSPECTION DEPARTMENT PROPOSED
RE-ORGANIZATION



Proposed



Proposed re-Organization

4 New Positions

CHIEF PLANS EXAMINER

NATURE OF WORK

This is supervisory and advanced technical work directing and coordinating a team of professional plan examiners performing plan review work certifying compliance with the local minimum building code, zoning ordinances, and related minimum state approved codes and ordinances in all categories of plan review.

CLASSIFICATION STANDARDS

Work in this class is distinguished from higher classes by its lack of overall departmental responsibility and from lower classes by its management duties and advanced technical skills.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Depending on assignment secures compliance with City ordinances, safety laws and regulation governing any of the following disciplines:

- Review of general building construction and repair.
- Review of electrical systems and equipment.
- Review of heating, air conditioning, refrigeration, ventilation and gas systems and equipment.
- Review of plumbing, sanitary sewer and septic tank systems and equipment.

Manages the office plan review process, provides supervision to other plan review personnel; establishes general plan review procedures.

Provides technical assistance to the Building Official, plan review personnel and inspectors; performs or assists subordinates in conducting more difficult plan review tasks.

Assists, advises and recommends methods for improvement and compliance.

Issues letters of deficiencies

Prepares reports and maintains records of work performed for use by administrative or judicial authorities.

Attends regularly scheduled education programs to maintain State certification requirements and keep current with technology and plan review standards.

Confers with the Department Head on difficult plan reviews.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

MINIMUM REQUIREMENTS

Graduation from an accredited four-year college or university with major course work in building construction or related discipline, and five years experience in assigned discipline; or nine years experience as a standard plans examiner in the State of Florida. Completion of accredited apprenticeship program, and experience in the assigned discipline can be substituted for college work on a year-for-year basis. Applicant must have at least one year of supervisory experience.

LICENSES/CERTIFICATES

Valid Florida Drivers License required at time of appointment.

Current State of Florida Standard Certification as a plans examiner in all disciplines.
E.g. Building, Electrical, Mechanical and Plumbing

NOTES**SELECTION FACTORS**

Knowledgeable of State of Florida Building Codes and the laws and rules associated with the codes.

Supervisory skills to train and evaluate personnel responsible for conducting plan reviews.

Ability to analyze problems and to plan/develop alternatives and solutions.

Ability to mediate disputes and complaints of the public and department staff.

Ability to direct, supervise and review plan review activities in all of the plan review categories.

Ability to diagnose building defects and hazards.

Ability to consult with building owners, contractors, coworkers and the general public and to effectively maintain satisfactory working relationships on plan review and regulatory matters.

Ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction that is in progress.

Have the ability to communicate effectively, both orally and in writing.

Human Resources Department: Signed original on file in Human Resources / _____

Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.