



Marion County Board of County Commissioners

POSITION DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

INSPECTOR PLANS EXAMINER SUPERVISOR

Department: Building Safety
Pay Grade: 114
FLSA Status: Exempt
Job Class: 1273
Risk Code: 9410

JOB SUMMARY

Responsible for supervising all inspectors and plans examination, coordinating and assigning workloads, and providing training to division staff for compliance with established regulatory requirements and the life, health, and safety of the public.

ESSENTIAL JOB FUNCTIONS

- Manages and oversees staff and plans examination and/or inspections of building construction, erection, repair, addition, remodeling, demolition, or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other construction codes as required by state law or county ordinance.
- Encourages and facilitates a positive example for staff under charge regarding discipline, integrity, accountability, professional development, ethics, knowledge of the codes, dedication to serve, and mutual respect.
- Provides written and oral technical advisement and conveys interpretations in response to inquiries about building construction issues from the public, staff, and administration.
- Supervises, monitors, coordinates, and generates reports for the workloads and duties of staff.
- Performs building inspections and/or plans examination as required and assist division staff in completing daily goals, thresholds, and workloads.
- Coordinates inter-related issues with other departments and agencies.
- Coordinates training programs for professional development and leadership capabilities of division staff.
- Maintains a program to acknowledge staff performance and both monitors and evaluates personnel for effectiveness and efficiency.
- Communicates with contractors concerning effectiveness of division staff, changes in codes and/or policies, and suggestions for reducing repeat violations.
- Anticipates and solves problems facing the division, staff employees, administration, and customers.

- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for directly and regularly supervising a relatively large staff with some indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and five (5) years' experience in construction, inspection, and/or plan review; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Three (3) standard licenses as Plans Examiner and/or Inspector (Building, Electrical, Plumbing, or Mechanical) through the State of Florida.
- Building Code Administrator standard license preferred.
- Meets all requirements of Chapter 468, Part XII, Florida Statutes for Plan Examiners, Inspectors, and Building Code Administrators.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to legibly write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from staff, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra, geometry, and trigonometry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs for the training of division staff.

- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis, or complex scientific/technical systems.
- Knowledge of the methods and practices involved in modern construction and of standard testing devices and procedures.
- Knowledge of building, plumbing, electrical, mechanical, and gas disciplines.
- Knowledge of the materials and methods used in building construction and the stages of construction when possible defects and violations may most easily be observed and corrected.
- Knowledge of management and administrative principles and techniques and coordination of schedules, workload, and priorities.
- Ability to read and interpret maps, construction diagrams, plans, blueprints, and specifications.
- Ability to communicate tactfully and courteously with members of the general public.
- Ability to perform computer data entry and inquiries using Windows applications.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms; and will regularly be required to sit, use hands to finger, handle, or feel, and frequently talk or hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, high and precarious places, fumes or airborne particles, toxic or caustic chemicals, and will frequently be exposed to outdoor weather conditions. Must perform extensive driving from one location to another.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*

Updated: 8/2022