

# 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 I / II / III / IV / V / VI

**Department:** Building  
**Pay Grade Range:** 109 - 114  
**FLSA Status:** Non-Exempt  
**Job Class:** 1274  
**Risk Code:** 9410

#### JOB SUMMARY

Responsible for performing daily inspections and/or reviewing plans and specifications as submitted for permitting to ensure conformance with applicable codes, ordinances, and laws in effect.

#### ESSENTIAL JOB FUNCTIONS

- Inspects or performs plans examination of residential and commercial structures to ensure that the work being performed meets the minimum requirements of applicable codes and ordinances.
- Assists and clearly communicates with the public, both orally and in writing, to explain Code and County policy questions. Assists other inspectors or plan examiners as required.
- Organizes and plans daily route to ensure efficient use of time and resources.
- Collects, organizes, and maintains documentation associated with assigned inspection or plans examination activities.
- Submits required daily reports and other written or oral presentations to the Division Manager.
- Updates inspection or plans examination results in the permit data base.
- Performs independent research and training on codes to ensure current knowledge of trends and developments in the field.
- Schedules routine cleaning and scheduling of maintenance on assigned vehicles and equipment.
- 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.

**Plumbing Inspectors and Plans Examiner**

- Ensures compliance with the current adopted Plumbing Code and County Ordinances for the installation of sanitary drainage systems, storm water drainage systems, irrigation systems potable and non-potable water distribution systems and the setting of all plumbing fixtures.

**Mechanical Inspectors and Plans Examiner**

- Ensures compliance with the adopted Mechanical Code, Gas Code, and any pertinent County Ordinances as they relate to the installation of heating, ventilation, air conditioning, and exhaust systems. This also includes the installation of refrigeration equipment, duct work systems, electrical, and gas operated and cooling appliances, fireplaces and gas operated boiler/water heaters, hydronic and fuel gas piping systems, and solar energy equipment.

**Electrical Inspectors and Plans Examiner**

- Ensures compliance with the latest State-approved edition of the National Electric code (NFPA-70) and all pertinent County Ordinances and on all electrical services, distribution panels, sub-panels, and branch circuits, including all raceways, wiring, grounding, switches, outlets, and devices. The inspections and plan review are done in all industrial, commercial, agricultural, and residential structures that receive electrical system power from utility companies, generators, and solar systems.

**Building Inspectors and Plans Examiner**

- Ensures compliance with the Florida Building Code, Standard for Hurricane Resistance and County Ordinances. Required are inspection and plan review of footings, slabs, lintels, tie beams, wall framing, roof framing and all sheathing, shingles, stairs, guardrails, handrails, grading for proper drainage and any other aspects of structural safety, fire safety, and handicap accessibility.

**SUPERVISION**

This position has no supervisory responsibilities.

**QUALIFICATIONS**

Applicants for this position shall meet the eligibility requirements as noted in Florida Statute, Chapter 468, Part XII, according to one of the following criteria:

**(a) Four years' experience** as a registered or certified state general, building, or residential contractor in a supervisory capacity that included operational control and direction of building, mechanical, electrical, and plumbing personnel or subcontractors on residential projects, or

**(b) Four years' experience** as a job superintendent or project manager in a supervisory capacity that included operational control and direction of building, mechanical, electrical, and plumbing personnel or subcontractors on residential projects, or

**(c) Four years' experience** including one and a half years of hands-on electrical experience, one and a half years of hands-on building experience, and one year of hands-on experience in either mechanical or plumbing, or

**(d) Standard certification as an inspector** in any of the categories listed in Section 468.603(6), F.S., plus at least six months' hands-on experience in each of the following areas in which the applicant does not hold standard certification: building, plumbing, electrical, and mechanical, or

**(e) A combination of postsecondary education in the field of construction** or a related field and experience in the category sought which totals four years, with at least one year of such total being experience in the category sought in construction, building code inspection, or plans review, or

**(f) A combination of technical education in the field of construction** or a related field and experience in the category sought which totals four years, with at least one year of such total being experience in the category sought in construction, building code inspection, or plans review, or

**(g) Standard certification as an inspector** in any of the categories listed in Section 468.603(6), F.S., plus satisfactory completion of a Residential inspector training program of not less than 500 hours.

**(h) Standard certificate/license as a fire safety inspector** issued pursuant to Chapter 633, F.S. with Four years verifiable full-time experience conducting fire safety inspections plus satisfactory completion of a Residential inspector training program of not less than 500 hours.

**MATRIX**

<b>Building Inspector</b>	<b>Inspector/ Plans Examiner I</b>	<b>Inspector/ Plans Examiner II</b>	<b>Inspector/ Plans Examiner III</b>	<b>Inspector/ Plans Examiner IV</b>	<b>Inspector/ Plans Examiner V</b>	<b>Inspector/ Plans Examiner VI</b>
HS Diploma/GED	Required	Required	Required	Required	Required	Required
Base Required Certifications	Exam and Certifications within 1 year: Florida Principle & Practice Exam plus any one (1) of the listed Licenses as a Building Inspector or plans examiner.	Any one (1) of the listed Licenses in category of Building Inspector or plans examiner.	Any two (2) of the listed Licenses one must be as Building Inspector, second can be as Building Inspector or Plans Examiner	Required: Any three (3) of the listed Licenses in either category of Building Inspector or Plans Examiner	Required: All four (4) of the listed Licenses in either category of Building Inspector or Plans Examiner	Required: All five (5) of the listed Licenses in either category of Building Inspector or Plans Examiner
	A) Inspector Licenses;  1) Building 2) 1 & 2 Family Dwelling 3) Mechanical 4) Electrical 5) Plumbing  B) Plans Examiner Licenses;  6) Building 7) 1 & 2 Family Dwelling 8) Mechanical 9) Electrical 10) Plumbing  C) Building Code Administrator License	A) Inspector Licenses;  1) Building 2) 1 & 2 Family Dwelling 3) Mechanical 4) Electrical 5) Plumbing  B) Plans Examiner Licenses;  6) Building 7) 1 & 2 Family Dwelling 8) Mechanical 9) Electrical 10) Plumbing  C) Building Code Administrator License	A) Inspector Licenses;  1) Building 2) 1 & 2 Family Dwelling 3) Mechanical 4) Electrical 5) Plumbing  B) Plans Examiner Licenses;  6) Building 7) 1 & 2 Family Dwelling 8) Mechanical 9) Electrical 10) Plumbing  C) Building Code Administrator License	A) Inspector Licenses;  1) Building 2) 1 & 2 Family Dwelling 3) Mechanical 4) Electrical 5) Plumbing  B) Plans Examiner Licenses;  6) Building 7) 1 & 2 Family Dwelling 8) Mechanical 9) Electrical 10) Plumbing  C) Building Code Administrator License	A) Inspector Licenses;  1) Building 2) 1 & 2 Family Dwelling 3) Mechanical 4) Electrical 5) Plumbing  B) Plans Examiner Licenses;  6) Building 7) 1 & 2 Family Dwelling 8) Mechanical 9) Electrical 10) Plumbing  C) Building Code Administrator License	A) Inspector Licenses;  1) Building 2) 1 & 2 Family Dwelling 3) Mechanical 4) Electrical 5) Plumbing  B) Plans Examiner Licenses;  6) Building 7) 1 & 2 Family Dwelling 8) Mechanical 9) Electrical 10) Plumbing  C) Building Code Administrator License
<b>Total Certifications</b>	1 within 1 Year	1	2	3	4	5
<b>Pay Grade</b>	109	110	111	112	113	114

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from clients, customers, and the general public.
- Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Knowledge of building, plumbing, electrical, and/or mechanical disciplines.
- Ability to communicate with members of the public in a tactful and courteous way.
- Ability to write legibly.
- Ability to read blueprints, specifications, and maps.
- Ability to perform computer data entry and inquiries.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others and offering to help others when needed and considering larger organizational or team goals rather than individual concerns. This 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 sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will be required to stand, walk, and/or sit; use hands to finger, handle, or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste, and smell; and will regularly be required to talk and hear.

### **WORK ENVIRONMENT**

Work is performed primarily in outdoor environments. 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. Noise level in the work environment is usually moderate, but work in the field may occasionally expose the employee to very loud noise levels.

***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.***