



Job Title	Plans Examiner I, II	Job Code	FS0820, FS0821
Pay Plan	USPS	Pay Grade	17, 18
Union	Non-Union	FLSA Status	Non-Exempt
Job Family	Facilities	Union Code	000
		Subfamily	Property/Building Management

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Property/Building Management Professionals plan, coordinate, manage, and/or supervise buildings, centers, or facilities. Typically includes facility scheduling and coordination of maintenance activities. Also prepares the annual budget, manages related accounts, monitors and reports on expenditures.

Job Summary

Responsible for building and fire plan reviews and inspections in compliance with The Florida Building Code and Florida Fire Prevention Code; to perform technical plan reviews and inspections for new construction projects and renovations.

Representative Duties

1.
 - Conducts plan reviews and submits revision requests
 - Performs inspections, coordinates corrective actions and conduct follow-up inspections
 - Maintains records for tracking of inspections, violations, and corrections
 - Develops a strong knowledge of campus facilities to enable a smooth and efficient plan review/inspection process
 - Periodically reviews spaces for general safety compliance and best practices

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)	See Level Addendum below	
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level I

- 5+ years of relevant work experience or meet eligibility requirements as described in the Florida Statutes chapter 468
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- Certification as a Building Code Administrator or the ability to achieve the certification in 12 months
- 5 years of combined experience as an architect, engineer, plans examiner, building code inspector, registered or certified contractor or construction superintendent
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.