

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### PLANS EXAMINER

#### QUALIFICATIONS

- Bachelor's degree in engineering, construction or related field and three years of applicable experience preferred. High school diploma or equivalence or Florida Special Diploma and seven years of applicable experience acceptable.
- Certification and licensure as a Plans Examiner pursuant to Chapter 468, Florida Statutes or ability to obtain certification within six months of employment.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of International Building Code, Florida Building Code, Florida Fire Prevention Code, and State Requirements for Educational Facilities (SREF).
- Knowledge of Construction Specification Institute (CSI) document standards.
- Skill in critical analysis in solving complex problems.
- Ability to analyze and interpret building and fire codes.
- Ability to obtain certification as a fire safety inspector (200 hour course) pursuant to Chapter 633, Florida Statutes.
- Ability to read, determine material quantities, adjust scale and comprehend construction drawings and specifications.
- Ability to inspect all aspects and stages of construction, climb ladders and scaffold.
- Ability to work cooperatively and communicate effectively with personnel at all levels within the school system.
- Ability to accurately perform job functions in the office and at remote sites with minimal supervision or direction.
- Ability to train others.
- Knowledge of computer applications as related to department job functions.

#### SUPERVISION

**REPORTS TO** Director of Capital Outlay (Building Code Administrator)  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

***To ensure that district construction plans comply with applicable codes required by district policy, municipal code, county ordinance or state law.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Review all construction plans submitted with district building permit applications.
2. \*Issue building permits and administer the building permit review process as directed by the district building official.
3. \*Maintain project record drawing and document files and plan racks located in the Facilities Planning Department office, including document inventory and tracking logs.
4. \*Maintain appropriate records of permits, approvals and construction inspections of district construction projects.
5. \*Submit accurate data on all district facilities for inclusion in the Florida Inventory of School Houses (FISH).
6. \*Assist in performing fire safety and building inspections of construction projects as needed.
7. \*Assist in annual fire safety and casualty inspections of existing facilities.
8. \*Record and document all inspections and review discrepancies with the district building official.

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9. \*Administer the Florida Department of Community Affairs (FDCA) manufactured building insignia program for the district.
10. \*Provide professional project assistance to schools and all other staff members.
11. Perform other duties as assigned by the Director of Capital Outlay.

\*Denotes essential job function/ADA

### EQUIPMENT / MATERIALS

Standard office equipment; construction plan and site measuring devices and scales; and motor vehicles.

### PHYSICAL REQUIREMENTS

**Medium Work** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects

### PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 50 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

### WORKING CONDITIONS

**Indoors / Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.  
**Hazards** The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.

### TERMS OF EMPLOYMENT

#### PAY GRADE

**AO-12-G \$52,937 - \$83,341**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

#### POSITION CODES

PeopleSoft Position TBA  
Personnel Category 14  
EEO-5 Line 44  
Function Vary  
Job Code 1412  
Survey Code 74030

#### FLSA

Applicable  
 Not applicable

Previous Board Approval

#### BOARD APPROVED

**April 11, 2006**  
**June 27, 2000**

ADA Information Provided by Scott Stegall  
Position Description Prepared by Scott Stegall