

PROFESSIONAL PLANS REVIEWER

Number of Vacancies: 4

Recruitment #240205-267001-001

Department Development Growth Mgmt.

Open Date 2/8/2024 2:00:00 PM

Filing Deadline 4/30/2024 11:59:00 PM

Salary \$34.18 - \$58.65/hour; \$5,924.53 - \$10,166.00/month; \$71,094.40 - \$121,992.00/year

Employment Type Full-Time

Type of Recruitment Open

INTRODUCTION

City Benefits:

- Health
- Vision
- Dental and life insurance
- Annual and sick leave
- Paid holidays
- Pension and tax-deferred compensation (457) plans; and more.

NATURE OF WORK

This posting includes a range of classifications including Professional Plans Reviewer I, Professional Plans Reviewer II, Professional Plans Reviewer III & Professional Plans Reviewer IV. Applicants will complete the application and a supplemental questionnaire and will be placed in the appropriate classification based on the minimum qualifications. The salary table can be found by visiting: [Salary Information](#)

An employee in this class is responsible for performing technical reviews of considerable difficulty on professionally prepared documents for all proposed residential and commercial construction projects and for the review of residential and commercial site plans for compliance with transportation, landscape, stormwater, and zoning codes as required, as they relate to site construction issues.

Responsibilities include determining conformance with current regulations from applications submitted prior to the issuance of construction permits. Employees review all new construction, additions, and changes of use with regards to the Concurrency Management Program. They also review all projects to determine transportation impact fees and impact fees for residential and commercial development. Under general supervision, employees perform assignments requiring the exercise of considerable initiative and independent judgment in interpretation of state statutes, model codes, and municipal ordinances as they relate to the determination of conformity of construction documents. Considerable tact, courtesy, and impartiality are necessary in dealings with contractors, engineers, inspectors, and others. Work is reviewed through periodic conferences, observation, production output, reports submitted, and field inspector feedback.

EXAMPLES OF DUTIES

Examines construction documents (plans, specifications, etc.) for conformity with applicable building, mechanical, electrical, plumbing, gas, and flood control codes, municipal ordinances, and related regulations as required; approves or disapproves construction documents and communicates results to appropriate design professionals (architect, engineer, etc.); documents reason for disapproval of plans or specifications with the appropriate code section quoted for reference and notifies the design professional of the discrepancy, providing a narrative as to the circumstances of disapproval and instructions for submitting revisions that may subsequently be approved.

Provides technical assistance to property owners/public agencies; helps to understand and resolve complaints/problems that citizens may encounter; consults with others on results of inspections to get suggestions/recommendations for corrective action.

Accompanies related staff on field inspections involving unusual situations and on a periodic basis for input to quality assurance of service delivery; participates in training exercises with other staff relative to ensuring uniformity of administration of construction codes; assists in formulating interpretations of codes.

Performs studies of construction and municipal code related matters and prepares periodic and/or special reports for management use; interprets blueprints, electrical circuit drawings and instrument loop diagrams; establishes and maintains files, control logs, and other office records.

Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of: construction methods, practices, materials, mechanics, and philosophy; construction codes, inspectional processes, and techniques; legislation affecting building standards; construction related management and administrative policies, procedures, and methods.

Ability to: observe, comprehend, narrate, and instruct; interpret construction related codes and standards and uniformly enforce regulations with tact and impartiality; read, interpret, and

understand construction documents; make independent decisions when required; conduct technical inspections when required; organize information and effectively present recommendations orally and in writing; follow oral and written instructions; prepare clear, concise, and accurate reports; establish and maintain effective working relationships with other employees, members of the construction industry, and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited college with a bachelor's degree in building construction, engineering, architecture or related field **and** five (5) years of experience in building architecture and engineering activities.

An equivalent combination of education (not less than possession of a high school diploma/GED), training and experience that would reasonably be expected to provide the job-related competencies noted above.

Additional requirement for levels II, III, & IV: depending on level additional years of experience in the application of municipal and state codes, laws, rules and regulations required if only an Associate's degree is obtained.

- Level II - to include one (1) year of experience in plan examination and ordinance administration. Three (3) years required if an only an Associate's degree is obtained.
- Level III - to include three (3) year of experience in plan examination and ordinance administration. Five (5) years required if an only an Associate's degree is obtained.
- Level IV - to include five (5) years of experience in plan examination and ordinance administration. Seven (7) years required if an only an Associate's degree is obtained.

LICENSES OR CERTIFICATIONS

Possession of:

- A valid Florida driver's license
- At least one Standard Plans Examiner license (building, plumbing, electrical or mechanical) as issued by the Florida Building Code Administrators and Inspectors Board **OR** ability to obtain within 24 months of employment.

Requirements for Professional Plans Reviewer II: Possession of two (2) Florida Standard Plans Examiner Licenses (Building, Mechanical, Electrical or Plumbing – FS 468).

Requirements for Professional Plans Reviewer III: Possession of three (3) Florida Standard Plans Examiner Licenses (Building, Mechanical, Electrical or Plumbing – FS 468).

Requirements for Professional Plans Reviewer IV: Possession of four (4) Florida Standard Plans Examiner Licenses (Building, Mechanical, Electrical and Plumbing – FS 468) or Florida Registered Architect or Engineer License.

Note: Applicants selected for employment that do not possess the required Standard Plans Examiners licenses or Professional Registration as an Architect or Engineer, must apply to the State for a provisional license or professional registration immediately upon employment and obtain within twenty-four (24) months of employment.

EXAMINATION

Evaluation of education and experience. Drug testing is included in all pre-employment processing.

COMMENTS

During periods when the Mayor issues an emergency declaration for the City of Tampa, all employees may be required to work in preparation, response or recovery activities related to the stated emergency.

CONCLUSION

HELPFUL HINTS FOR COMPLETING YOUR APPLICATION: Please register before you begin the application process. This will enable you to view and re-use information from previously submitted applications to complete and submit any future applications. Please make certain your application is complete and the information you provide clearly demonstrates that you possess the minimum job qualifications as stated in the job announcement. Resumes can be submitted in support of an application, but not in lieu of an application. Resumes and copies of certifications or other required documents may be attached to your online application.