

	<b>THE CITY OF KEY WEST</b> Job Description	<b>Non-Union, Non-Exempt Position</b>	
		<b>DATE OF REVISION</b>	<b>10/2014</b>
<b>POSITION</b>	<b>PLAN REVIEWER / BUILDING INSPECTOR</b>	<b>MIN. ANNUAL SALARY</b>	<b>\$25.3545</b>
<b>DEPARTMENT</b>	<b>Building Department (24-01-524)</b>		
<b>JOB CODE</b>	<b>43610</b>	<b>GRADE</b>	<b>N40</b>

**PHYSICAL LOCATION:**

- 3140 Flagler Avenue (Office). Assigned areas within City.

**REPORTING RESPONSIBILITIES:**

- Reports directly to the Chief Building Official/Building Department Director or designee.

**GENERAL FUNCTIONS:**

- This is a highly advanced professional position that reviews plans and enforces compliance with Florida Building Codes and municipal building and zoning codes and ordinances. This person performs with a high degree of knowledge in reviewing plans, checking permit applications, coordinates and compares plan reviews of the Historic District, Floodplain Review and Fire Marshal and conducting field inspections of applicable building codes and ordinances. Work is performed with a great deal of independence under the general direction of the Building Department Director. Responsible for reviewing permit applications and plans for permitting. Meets with architects, engineers, contractors and homeowners to interpret and establish compliance with applicable codes for the issuance of building permits.

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write, speak and understand English in order to perform duties of this description
- Able to work a forty (40) hour work week and additional hours as necessary.
- Able to use equipment and/or materials as specified in this job description
- Computer literate and keyboard/mouse proficient
- Requires ability to perform physical activity including walking (even/uneven ground), stooping, pulling, climbing, kneeling, standing and crouching.
- Able to see and hear well enough to perform the duties of this job description

**EQUIPMENT TO BE USED:**

- Computer and associated software, calculator, handheld radio, copier, telephone, fax machine, automobile.

**ENVIRONMENT:**

- Indoors in air-conditioned office and outdoors in all types of weather, approximately 60/40.

**PHYSICAL REQUIREMENT:**

- Standing 25%
- Bending/Stooping/Kneeling 10%
- Sitting 40%
- Walking 25%

**DUTIES/TASKS/JOBS:**

- Reviews plans, specifications, blueprints, permit applications of proposed building construction, repairs and alterations for permitting purposes.
- Conducts field inspections of work when necessary. Makes technical inspection of buildings in the course of construction, alteration and repairs.
- Serves as a technical consultant to contractors, professionals, City staff, and the general public on matters concerning zoning, building construction, repairs and alterations.
- Interprets and explains building codes and ordinances to customers.
- Keeps records and files on permits and plans and makes reports on various issues.
- Reports to the Building Official on daily issues and projects.
- Coordinates plan tracking with Permit Technicians and other Staff.
- Plans and manages other Building Department related projects as directed by City Management.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Ability to communicate both orally and in writing.
- Ability to detect faulty/illegal building construction work and knowledge of appropriate corrective action.
- Ability to keep records and makes reports.
- Ability to meet and deal with contractors and the general public in a courteous and efficient manner.
- Experience in commercial and residential construction.
- General knowledge of the principles and practices of building construction repairs and alterations.
- Knowledge of state and local building codes.
- Ability to learn City code.
- High School diploma or equivalent, two years college or equivalent preferred.
- Five years' experience as an architect, engineer, building inspector, contractor, or any equivalent combination of training and experience.
- Must possess and maintain a valid Florida driver's license.
- Licensed as plans examiner (Florida) mandatory.
- Licensed as building inspector and/or other trades (Florida) preferred.

**Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.**

**The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.**

**I \_\_\_\_\_, have read this job description and hereby agree with the above noted "Acknowledgments" and, if hired, that I can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY, VETERANS PREFERENCE EMPLOYER  
& A DRUG-FREE WORKPLACE**

**Apply at:  
City Hall - Office of Human Resources  
3102 Flagler Avenue  
Key West FL 33040  
Telephone: (305) 809-3714  
Fax: (305) 809-3719**