



## **PLANS PROCESSING SPECIALIST**

**Occupational Code:** 2154

**Salary Range:** 30A

**Status:** Classified

**FLSA:** Non-Exempt

**Established:** 04/00

**Revised:** 5/02 03/02

### **NATURE OF WORK:**

This is a highly responsible administrative position coordinating a variety of functions concerning the plans review process in the Building Department.

Employees in this position perform diversified administrative duties in developing, formulating and implementing departmental programs in methods and procedures and Construction Project Management. Duties include the responsibility for analyzing plans review processing problems requiring the exercise of a high degree of independent judgment in establishing and enforcing procedures. An employee in this class may supervise various subordinate staff and Plans Processing Aides. Work is predominantly intellectual and varied in nature as opposed to routine mental, manual, mechanical or physical work. Work involves the consistent exercise of discretion and judgment in its performance. Supervision is received from the Assistant Director or designee.

**ESSENTIAL FUNCTIONS:** (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Supervises the organization and coordination of activities relating to the review and processing of construction/building plans within established procedures.

Assists homeowners and/or contractors with permits and plans review process.

Meets with major construction project managers to assess their needs for service. Responsible for scheduling and following up on project completion.

Reviews, eliminates, modifies, and updates various job-related codes in order to maintain the highest level of service to the public.

Prepares statistical reports for the plans processing area.

Supervises the organization and coordination of the plans review process of all sections to ensure that each section reviews plans in a timely manner.

Establishes procedures and guidelines to expedite the plans review process.

Coordinates with the Plans Processing Aide(s) and other subordinate personnel involved in the plans review process.

Works closely with Section Chiefs in order to update periodically trades requirements, ordinances and code as they apply to plans review.

Meets with the public (plans reviewers, contractors, architects, engineers and general public) to ensure that customers' needs are met.

Coordinates pre-construction meetings with developers, etc.

Performs other related duties as required.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:** (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Considerable knowledge of the principles and practices of office management.

Considerable knowledge of the South Florida Building Code, Florida Building Code, the Zoning Code and City Code.

Considerable knowledge of the policies and procedures regarding the plans review process.

Considerable knowledge of the Construction industry.

Ability to install and initiate administrative programs and procedures, and to evaluate their effectiveness.

Ability to plan, organize, evaluate, and supervise subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with fellow employees, the public, and representatives of other agencies.

Ability to use current computer software programs as a means to perform the duties of the job.

**REQUIREMENTS:**

Bachelor's degree in Architecture, Engineering, Construction, Business Administration, Public Administration or related field, and considerable (2 – 4 years) experience in the construction industry with primary responsibilities involving the permit processing function, preferably with experience in the public sector. Some (6 months – 2 years) supervisory experience is required.

OR

Licensed (see note) in any of the building trades areas (Plumbing, Electrical, Mechanical, Building or Elevator), and considerable (2 – 4 years) experience in the construction industry with primary responsibilities involving the permit processing function, preferably with experience in the public sector. Some (6 months – 2 years) supervisory experience is required.

**NOTE:** Miami-Dade County licenses must be listed under Chapter 10 of Miami-Dade County, issued by proctored testing, including: General building contractor, sub-general building contractor, sub-building contractor, roofing contractor, general engineering contractor, specialty engineering contractor, and the electrical, plumbing and mechanical.

State of Florida Licenses or certification: General contractor, residential contractor, electrical, plumbing and mechanical contractors, elevator, and the inspector's series of building, mechanical, plumbing and electrical.

**TOOLS AND EQUIPMENT:**

Telephone, computer, copier, fax machine, and other office equipment; 2-way radio; calculator.

**PHYSICAL DEMANDS:** (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in an office equipment. Hand-eye coordination is necessary to operate a computer and other office equipment, as needed.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, use hand to finger, handle, feel, or operate objects. Occasionally, there is a need to reach and perform light to moderate (up to 14 lbs.) overhead lifting to place and retrieve reference material from bookshelf and to lift plans.

**WORK ENVIRONMENT:** (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in a temperature controlled office setting, mostly while seated at a modular workstation. The noise level is quiet.