



PLAN REVIEW INTAKE SUPERVISOR JOB DESCRIPTION

JOB TITLE: Plan Review Intake Supervisor	CLASSIFICATION: Officials/Administrators	IMMEDIATE SUPERVISOR: Director of Community Development
PAY GRADE: 144 + Pay for certifications pursuant to Chap 2, Section 2-11	DEPT: 2400 Community Development	STATUS: <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> <u>BARG UNIT</u> <u>NON-BARG UNIT</u>

JOB SUMMARY: Responsible for review of permit applications, building plans, construction documents and inspection of work involving enforcement of and compliance with Village, State of Florida, and Palm Beach County codes and ordinances in all areas related to construction.

SUPERVISION EXERCISED: Supervision field inspectors and third party hired contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews building permit applications, site plans, and construction documents for completeness and conformance with applicable adopted Florida Building Codes.
- Develop a working knowledge of the Village's zoning code and ordinances and the ability to work with the Planning and Zoning Department.
- Coordinates and ensures that projects are reviewed and receive approval from applicable Village divisions, departments and applicable outside agencies in accordance with Florida Statutes in a reasonable time frame.
- Monitors status of pending applications.
- Provides information and assistance concerning permit requirements; explains the permit application process and associated fees to customers.
- Assists applicants with applications; refers applicants to the other departments to facilitate permit issuance.
- Denies permits based on failure to meet minimum code requirements, rejects incomplete permit applications. Properly documents for record keeping any comments, missing information or reasons for incomplete/rejected applications.
- Interacts with general public regarding generalized information and responds to complaints, researches problems, and initiates problem resolution.
- Communicates with Department Director, employees, code enforcement personnel, architects, contractors, engineers, consultants, agents, other individuals and the public as needed to coordinate work activities, review status of work, exchange information or resolve problems.
- Reviews plan review submittal processes and reporting documents, providing feedback and implementing changes to increase efficiency and service delivery. Help to develop standard operating procedures for departmental processes.
- Checks contractors' licenses for proper insurance

- Makes field inspections in area of specialty as needed and assists with inspections involving other specialties as needed.
- Supervises field inspector staff are properly scheduled and completing field inspections with reports. Handles scheduling a contractor substitute, or rescheduling scheduled inspections should an inspector be off or not show up for work.
- Provides reports, comments and technical information to Director.
- Assists the Director with budget forecast, performance management, training and development of Inspection/Plan review staff.
- Investigates and fills out accident reports when inspectors/plan reviewers are involved in an incident. Facilitates communication or maintenance needs of inspector vehicles with Village Mechanic and routinely does inspections of vehicles.
- Communicates official plans, policies, announcements or memorandums to staff.
- Maintains a current knowledge of applicable laws/regulations, awareness of new materials, devices, products and construction methods.
- Maintains professional affiliations; attends workshops and training sessions as appropriate.
- Facilitate and implement actions compliant with Florida Statute 468 as supervised and directed by the Building Code Administrator.
- Assists in the recruiting, selection and interview of inspector/plan review staff positions.
- Checks and approves time off requests from staff, changes and monitors schedules for holiday, call out and vacation coverage. Checks time in and time out of staff for accuracy and missing information for properly processing payroll.
- Assists when needed to provide information pursuant to a public records request.
- Completion of required NIMS/ICS training for this position and ensures reporting staff is getting required training completed.

OTHER DUTIES:

- Responds to emergency assignments as needed. Is part of the Emergency Management staff during a declared event and must be able to report to work.
- Provides assistance or coverage to other employees as needed
- Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED, supplemented with vocational/technical training in building plans review or building construction.
- Five (5) years of previous work experience or training involving building plans review or building construction inspection, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities of this job with at least one (1) year of supervisory/management experience.
- Must have a valid State of Florida Standard Inspector AND Plans Examiner Certification providing for both Commercial and Residential applications in one of the four standard discipline areas; building, electrical, plumbing, or mechanical.

- Must possess a second valid State of Florida Standard Inspector AND Plans Examiner Certification or the ability to obtain a Provisional Certification in both within 90 days of hire and successfully attain the certification for plan examiner and inspection in both Commercial and Residential within 3 years of hire in one of the remaining three standard discipline areas.
- Pursuant to the needs of the department, employees are eligible to receive two (2) additional certifications each fiscal year. Each additional State of Florida Commercial and Residential certification above the minimum required ones, will be eligible pursuant to Chapter 2, Section 2-11, for additional certification pay. This position is eligible up to four (4) additional certifications.

Knowledge, Skills and Abilities:

- Thorough knowledge of the Florida Building Code and associated manuals, principles, practices, and techniques of modern construction and inspection; thorough knowledge of standard building and other related codes and ordinances.
- Ability to read, understand, and interpret plans, drawings, specifications and blueprints, and to determine conformity to building regulations
- Knowledge of the Village's zoning code and ordinances.
- Considerable knowledge of the Village's geography.
- Considerable knowledge and skills in regarding the detection and remedy of possible defects and faults in construction.
- Ability to enforce codes tactfully, firmly and impartially.
- Ability to consult with building owners, contractors and others; ability to establish and maintain effective working relationships with other employees and the public;
- Ability to prepare reports and maintain records.
- Ability to manage other people, follow and enforce policies and provide constructive feedback or corrective action when necessary.
- Ability to communicate effectively both verbally and in writing.
- Computer skills (word processing, spread sheets, permit tracking software, and data bases), telephone, and other office equipment as needed.
- Specific FEMA/NIMS ICS Training

SPECIAL REQUIREMENTS:

- The position is encouraged to obtain a valid Standard Building Administrators certification from the State of Florida.
- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months

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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is often required to climb a ladder, balance, stoop, kneel, crouch, or crawl, hear and talk.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, shades of color, peripheral vision, depth perception, and ability to adjust focus.

TOOLS & EQUIPMENT USED:

Applicable building codes, Village Code of Ordinances, computer, iPad, plats, site plans, master plans, blueprints, maps, scanner, telephone, vehicle and other related equipment. Working knowledge of software such as Microsoft Office, Outlook, and Project Docs.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an 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.

While performing the duties of this job, the employee regularly works both inside and outside and may be exposed to weather conditions such as wet and/or humid conditions, toxic or caustic chemicals, odors or fumes, dust, pollen, rain, traffic hazards, bright/dim light and temperature extremes. The employee may walk on uneven surfaces, construction sites, grass, unpaved areas, wet or slick surfaces, muddy areas and must wear the proper protective shoes and safety equipment. The noise level in the work environment is generally quite while in the office, and moderately noisy to loud when in the field.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview and reference, DMV, background, criminal checks; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

HISTORY:

Created: 07-24-18; Revised 07-09-24; 07-14-25; 10-1-25