



**PLAN REVIEW INTAKE SUPERVISOR  
JOB DESCRIPTION**

<b>JOB TITLE:</b> Plan Review Intake Supervisor	<b>CLASSIFICATION:</b> Officials/Administrators	<b>IMMEDIATE SUPERVISOR:</b> Director of Community Development
<b>PAY GRADE:</b> 136	<b>DEPT:</b> 2400 Community Development	<b>STATUS:</b> <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 codes and ordinances in all areas related to construction.

**SUPERVISION EXERCISED:** Supervision of permitting staff and field inspectors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Reviews building permit applications, site plans, and construction documents for completeness and conformance with applicable codes, including zoning, accessibility and architectural requirements.
- Ensures that projects have approval from proper agencies
- 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.
- 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, the public and other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems.
- Checks contractors' licenses for proper insurance
- Makes field inspections in area of specialty as needed and assists with inspections involving other specialties as needed.
- Provides reports, comments and technical information to Director.
- 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.

**OTHER DUTIES:**

- Responds to emergency assignments as needed.
- 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 experience and or training involving building plans review or building construction, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities of this job.

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.
- Computer skills (word processing, spread sheets, permit tracking software, and data bases), telephone, and other office equipment as needed.

**SPECIAL REQUIREMENTS:**

- Must have a State of Florida Plans Examiner Certification or a Provisional License in **two** of the four discipline areas, (building, electrical, plumbing, and mechanical) within one year of hire. Upon receiving the second certification, employee will receive a 5% increase within the current pay grade.
- The Plan Review Intake Supervisor shall be hired with at least one plans certification in Building, Electrical, Plumbing, or Mechanical and a second certification in either plans or inspection for a total of two (2) upon hire.
- Must have a Commercial Inspector's License in one of the four disciplines.
- 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, peripheral vision, depth perception, and ability to adjust focus.

**TOOLS & EQUIPMENT USED:**

Applicable building codes, Village Code of Ordinances, computer, plats, site plans, master plans, blueprints, maps, telephone, and other related equipment.

**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 occasionally works in outside weather conditions, and may be exposed to wet and/or humid conditions, toxic or caustic chemicals, odors or fumes, dust, pollen, rain, traffic hazards, bright/dim light and temperature extremes. 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 background, criminal and reference check; 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.

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