

	<b>THE CITY OF KEY WEST</b> <b>Job Description</b>	<b>Union, Non-Exempt Position</b>	
		<b>DATE OF REVISION</b>	<b>08/2023</b>
	<b>PLAN REVIEWER / MECHANICAL INSPECTOR</b>	<b>SALARY RANGE</b>	<b>\$74,224 - \$96,492</b>
<b>DEPARTMENT</b>	<b>Building Department (24-01-524)</b>		
<b>JOB CODE</b>	<b>44280</b>	<b>GRADE</b>	<b>28T</b>

**PHYSICAL LOCATION:**

- 1300 White Street (Office). Assigned areas within City.

**REPORTING RESPONSIBILITIES:**

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

**GENERAL FUNCTIONS:**

- Conducts inspections and tests in the assigned specialty area to enforce compliance with adopted Florida Building Codes, and applicable laws, rules and regulations. Position also responsible for training and supervising new field Inspectors.
- Work is performed with considerable independence under the general direction of the Chief Building Official. Performance is reviewed through observations, conferences, reports and results achieved.

**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.
- Computer literate and keyboard/mouse proficient
- Requires ability to perform physical activity.
- 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:**

- Conducts inspections for compliance with adopted FBC codes, city ordinances and state statutes in the course of construction, alteration and repairs.
- Reviews plans, specifications, blueprints, permit applications of proposed building construction, repairs and alterations for permitting purposes.
- Interprets and explains to contractors, professionals, City staff, and the general public on matters concerning building codes, ordinances, zoning on how it pertains to building construction, repairs and alterations in a courteous and efficient manner.
- Reads and interprets construction plans and blueprints.
- Informs the public of building code changes and explains code to contractors, architects, engineers and homeowners.
- Maintains accurate records of inspection activities and violations.
- Ability to detect faulty/illegal building construction work and knowledge of appropriate corrective action.
- Utilizes Building Department’s permit system to keep files on permits, plans, inspections and reports on various issues.
- Responsible for training and supervising field inspectors.
- Performs other related work as assigned.
- Reports to the Building Official on daily issues and projects.
- Coordinates permit tracking with Permit Technicians and other Staff.
- Plans and manages other Building Department related projects as directed by Building Director.

**REQUIRED QUALIFICATIONS:**

- Must possess and maintain a valid Florida driver’s license.
  - Must possess State of Florida **Standard Inspector license and Plans Examiner license** pursuant to Florida Statue chapter 468, Part XII for applicable discipline(s): Building, Mechanical, Electrical and/or Plumbing.
- OR**
- Must qualify for provisional inspector’s licensure pursuant to Florida Statue chapter 468, Part XII for applicable discipline(s): Building, Mechanical, Electrical and/or Plumbing. Employee must obtain provisional inspectors license within 120 days from date of hire and a standard inspectors license within one year from the date of receiving a provisional inspectors license and maintain said license throughout employment. Employee understands two DBPR licenses are required for this position and \$ 4,000.00 per deficient license will be withheld till until such time as required license is obtained.

Note: Employees that are unable to obtain the required license(s) within the established timeframe will be required to forfeit their position as a City of Key West Inspector.

**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:** \_\_\_\_\_

**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**

**1300 White**

**Street**

**Key West FL 33040**

**Telephone: (305) 809-  
3714**

**Fax: (305) 809-3719**