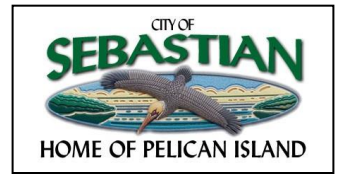


**CITY OF SEBASTIAN**  
**COMMUNITY DEVELOPMENT**  
**PLANS EXAMINER/ENGINEERING TECHNICIAN**  
**\$17.18/Hour (\$35,730.07)**



The City of Sebastian is accepting applications for the position of Regular Full-Time Plans Examiner/Engineering Technician for the City of Sebastian. **Applications will be accepted until position is filled.**

**GENERAL DESCRIPTION OF DUTIES**

Under direction of the Community Development Manager, examines a variety of plans and specifications for residential and commercial projects. This is accomplished by performing comprehensive analysis and examination of building construction plans, design and specifications. Ensure compliance with land development and comprehensive plans. Assists in urban planning to identify community needs and developing solutions.

**ESSENTIAL JOB FUNCTIONS**

1. Performs plan reviews by reviewing and approving residential and commercial plans as they conform to applicable codes and advising applicants of needed change(s).
2. Conducts research on plan specifications and checks calculations to insure compliance with currently adopted codes. Interprets and applies state and local codes and regulations.
3. Conducts meetings and advises engineers, architects, contractors, and the general public on plan design, code interpretations, and the resolution of design problems affecting life safety.
4. Assists with the processing of applications for construction permits; receives logs and routes plan submittals.
5. Interprets and applies applicable state, county and local codes, ordinances and regulations.
6. Provides information, support and assistance regarding planning and zoning policies, procedures, and practices: provides staff support at the Planning public counter.
7. Initiates actions necessary to correct deficiencies or violations of regulations.
8. Interprets, explains and applies government regulations.
9. Conducts review of various development applications including plats, permits, site plans, variance requests and re-zonings.
10. Writes and presents formal and technical reports, working papers, and correspondence.
11. Conducts extensive research in specific or general project areas.
12. Conducts field evaluations and assessments.
13. Assists in urban planning to identify community needs and develop long range and short range solutions.
14. Assists in recommending whether proposals should be approved or denied.
15. May coordinate work activities as assigned.
16. May attend evening and weekend meetings

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**QUALIFICATIONS**

**Knowledge, Abilities and Skills:**

- Knowledge of basic municipal planning principles and practices, historic preservation, sustainable practices and economic development; public administration and municipal government operations; and basic mathematics and statistical methods.
- Ability to effectively perform professional planning work; perform basic plan check review; interpret, explain and apply complex governmental regulations, and established policies, procedures and codes; compile, analyze, evaluate and explain data related to planning studies; prepare and present clear and concise summaries, reports, maps and graphs; apply designated computer word processing, spreadsheets and database functions; read and interpret maps, building plans and specifications; establish and maintain accurate records; clearly define problems and develop solutions; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public; and coordinate assigned work activities.

**EDUCATION AND EXPERIENCE GUIDELINES**

- High school diploma or GED equivalent;
- A bachelor's degree in engineering or architecture plus one to two years of experience.
- GIS Experience is not necessary but would be a plus
- Maintain a valid State of Florida Driver's License.

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Submit resume with application. Applications are available in the Human Resources Department or at

<http://public.cityofsebastian.com/PDFs/employmentapp.pdf>  
**Equal Opportunity Employer/ADA/Drug Free Workplace**

In-house, Government Channel/Website - Posted 12/2/16