

CAYMAN ISLANDS GOVERNMENT

JOB DESCRIPTION

Job Title: Plans Examiner

Jobholder:

Reports to (title): Plans Examination Supervisor

Portfolio/Department: Commerce, Planning and Infrastructure

1. JOB PURPOSE

To examine construction drawings submitted to ensure compliance with the Cayman Islands Building Code, Plumbing Code, Mechanical Code, Electrical Code, and relevant Laws and Regulations relating to public health and safety. The post will be required to focus largely on Commercial Electrical Plan review.

2. DIMENSIONS

Postholder is not responsible for any budget, however the value of the projects reviewed are significant.

The postholder is subject to considerable personal and telephone contact with Architects, Engineers, Developers, and Contractors to discuss code requirements relative to proposed construction or alterations.

3. PRINCIPAL ACCOUNTABILITIES

Review drawings submitted for approval to ensure compliance with applicable codes and standards with a strong focus on Electrical discipline.

**Percentage
Time Spent**

70%

Provide guidance and assistance to Architects, Engineers, Contractors and the general public on Procedures and Code requirements and interpretations.

20%

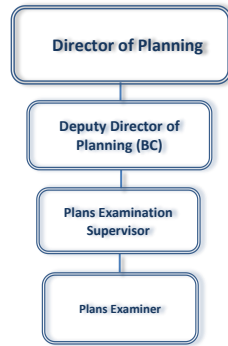
Inspect projects under construction for code compliance and conditions of approval, and completed projects for Certificate of Fitness (for Occupancy).

5%

Prepare reports and other duties assigned by the Plans Examination Supervisor and/or Deputy Director of Planning (BC).

5%

4. ORGANIZATION CHART



5. BACKGROUND INFORMATION

The Department of Planning through the Building Control section protects the Health and Safety of the Public by verifying plans, specifications and construction procedures of proposed buildings and structures are in compliance with applicable codes of Standards. This effort is in concert with Environmental Health, Public Works, Sanitation, Fire Services, Water Authority, Caribbean Utilities Company and other entities germane to the construction industry.

6. KNOWLEDGE, EXPERIENCE AND SKILLS

QUALIFICATION/EXPERIENCE: An Associates Degree in Construction Science or related subject and **four years' experience** in commercial level plan review,

Or

A Bachelors Degree in Structural Engineering, Construction, Electrical Engineering or related subject, with a minimum of **two years' experience** in commercial level plan review

And

Certified by ICC (or equivalent) as a commercial plans examiner in three or more of the following disciplines: Electrical, Building, Mechanical and Plumbing.

KNOWLEDGE: Extensive knowledge of the ICC 2009 family of codes (Electrical, Building, Mechanical, and Plumbing) and related technical standards (National Electrical Code, (NEC) / and ANSI 117.1 /Cayman Islands Electricity Law and Regulations would be an advantage;

SKILLS

Knowledge of general construction practices.
Ability to read blue prints;
Ability to communicate effectively verbally and written;
Ability to work with others as a team and with the public;
Ability to aid customers in rectifying problems with excellent interpersonal skills;

7. ASSIGNMENT AND PLANNING OF WORK

Work is generated depending on the level of construction occurring. An average of 60 plan reviews per month.

Post holder has control over work schedule as directed by the Plans Examination Supervisor or Deputy Director of Planning (BC).

The Director of Planning assigns tasks as required.

8. SUPERVISION OF OTHERS

The post holder does not supervise others.

9. OTHER WORKING RELATIONSHIPS

It is necessary to foster good relationships with the construction industry and to ensure that good construction practice are followed and Laws and Regulations are adhered to.

The post holder also works with other departments namely Fire, Environmental Health, Water Authority, P.W.D and Legal to ensure that buildings comply with minimum requirements for occupancy, or to adhere to legal concerns.

10. DECISION MAKING AUTHORITY AND CONTROLS

Applicable Laws, Regulations, Codes and technical standards regulate the post-holder's scope of decision making authority.

The post holder has the authority to certify compliance with applicable codes and technical standards in assigned disciplines.

11. PROBLEM/KEY FEATURES

Occasionally the situations arise in which irate architects, engineers, developers or owners have to be assisted. These situations can be verbally abusive and stressful.

12. WORKING CONDITIONS.

Favorable office environment but will be required to visit construction sites from time to time.

Indicate by 'X' in the appropriate box.
(For on-line purposes only)

AGREED BY	Jobholder	Supervisor/ Manager	H.O.D
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Jobholder (CAPITALS): _____

Signature: _____ **Date:** _____

Supervisor/Manager: _____ **Date:** _____

Portfolio/Department Head: _____ **Date:** _____