

EXHIBIT 'A'

1. Personnel shall maintain their Plans Examiner's and Inspector's Certifications with the State of Florida, to continually provide their best efforts to efficiently and effectively perform duties and responsibilities as assigned in a proper and professional manner, to uphold the City and Department regulations and policies, and to abide by ethical standards of conduct appropriate to their position.

2. Plan review and inspection services shall include, but not be limited to, general building, mechanical (HVAC), plumbing, gas, coastal construction, structural, electrical and site, as well as providing all administrative documentation as required by the City.
 - a. Inspect permitted construction within the City limits, for compliance with City codes and ordinances and permitted plans and specifications.
 - b. Receive and investigate alleged complaints of working without permits, code violations, etc., by citizens, City employees, and others.
 - c. Enter results and reports of plan reviews and inspections and investigations of complaints and other reports as may be reasonably requested by the City into the City's computer system. City plan review and inspection procedures must be used.
 - d. Maintain records of plan reviews, inspection and investigations. Log daily plan reviews and inspections results in the computer system.
 - e. Review plans for code compliance.
 - f. Contact contractors, architects, engineers, and citizens about construction projects, code questions, and other concerns.
 - g. Perform other duties that are related to or incidental to Plans Examiner's or Inspector's primary duties as herein described and that the City may from time to time assign. The Independent Plans Examiner's and Inspector's duties and responsibilities may change from time to time.
 - h. Perform these duties during normal business hours of 8:30 AM to 5:00 PM, Monday through Friday, or as may be altered with mutual agreement.
 - i. Report to the City's Building Official.
 - j. Reserve at least 2 hours per day to meet with the general public in the City Building's Division offices for questions related to plan review.
 - k. The plan review may be performed at an offsite location.

3. Plan review and Inspection services shall be provided in the event of a natural disaster (i.e. hurricane).

Plans examiner and inspection personnel may be required to attend meetings or to provide consultation to the City.