

PLANS EXAMINER/INSPECTOR II
FLSA: Non-Exempt
Grade 33 \$68,298.29 - \$109,277.26



GENERAL DEFINITION

Under general direction, the purpose of the position is to review & inspect structural, electrical, mechanical, or plumbing building/development to enforce compliance with the Florida Building Code. Employees in this classification perform at journey-level professional and are responsible for approving proposed plans, reviewing development operations to verify conformity with the approved plans and specifications in their trade. The objective is to enforce all local, state, and federal laws, ordinances, and regulations to ensure the safety and welfare of the general public.

ESSENTIAL JOB DUTIES

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.

- Reads and interprets blueprints and specifications for construction plans and designs, reviews proposed plans for conformance to applicable codes and regulations.
- Performs systematic site inspections of skilled trades work for new and existing construction within the city, to ensure compliance with all applicable City, State, and Federal code and regulatory requirements in their respective trades, e.g., structural, electrical, mechanical, plumbing.
- Verifies compliance with approved building permits, plans, and specifications; reviews and approves workmanship of completed projects.
- Collaborates with independent contractors and subcontractors, engineers, architects, homeowners, and internal administrative support to ensure all required documentation is completed and submitted for approval of requested permits and licenses.

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- Identifies compliance problems and issues code violations; meets with violators and the general public to explain and interpret city codes and advises violator of expected time frame to correct infraction; performs re-inspection to determine if corrections have been made to achieve compliance.
- Reviews, maintains and updates all files, documents, records, and reports of inspections activities and findings.
- Communicates with Building Official and Chief Inspector on any problems, code issues, or regulatory requirements that have not been resolved.
- Reviews, maintains and updates all files, documents, records, and reports of inspections activities and findings.
- Maintains current knowledge of trends and regulatory developments for application to functional areas undercharge; attends annual continuing education courses for re-certification.
- Provides assistance and support to technical level Inspectors with moderately complex issues.
- As needed, responds to after-hours emergency situations and evaluates life and safety hazards relating to public or private structures.
- Acts as Building Official in the absence of the designated Building Official.
- Performs Flood Plain Management duties as required.
- Assists with monitoring departmental workflows to ensure that plans are proceeding expeditiously through the division.
- Assists the Building Official and Chief Structural Inspector with the management of the division as required by them.
- Serve as a Division liaison for the implementation of new software and other information technology upgrades.

KNOWLEDGE, SKILLS & ABILITIES

- Skill in the review and interpretation of construction project plans, and the technical interpretation of applicable construction codes and regulatory standards.

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- Skill in providing plans to review oversight and recommending/developing modifications as necessary to ensure overall project compliance with applicable codes and regulatory standards.
- Considerable knowledge of current codes and regulatory standards governing the state's building construction industry.
- Considerable knowledge of all functions relevant to the processing and approval of building construction projects in the respective trade/discipline, e.g., plans review, licensing, permitting, and inspections.
- Ability to lead and support technical level Inspectors with routine and non-routine inspection activities.
- Ability to read, update, and maintain various records and files.
- Ability to access, operate, and maintain various software applications and office equipment.
- Ability to clearly communicate information both verbally and in writing.
- Ability to establish and maintain effective working relationships with City employees, departmental staff and management, contractors, engineers, architects, and property owners.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's Degree from an accredited college or university. Must possess a valid Florida Driver's License. Must meet the requirements of the Florida Building Code - Broward County Amendments to be certified for the position of Plans Examiner in their respective trades, e.g. structural, electrical, mechanical or plumbing. Must possess and maintain certification as required by the State of Florida Building Code Administrators and Inspectors Board as a Building Code Administrator. Must possess and maintain Association of State Flood plan Managers Certified Floodplain Manager (CFM) certification.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve

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some lifting, carrying, pushing, and/or pulling of objects and materials of lightweight (5pounds). Tasks may involve extended periods of time at a keyboard or workstation and walking on roofs. Tasks are performed in outdoor and indoor environments.

Due to the nature and non-specific location of the work environment, tasks include the potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around moving vehicles and building equipment/machinery, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of the minimum level of knowledge, skills and ability.

I _____ have read and acknowledged receipt of the job classification.

Employee's Signature

Date