

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 638

BUILDING SENIOR PLANS EXAMINER

GENERAL

Highly responsible technical and supervisory work in the enforcement of local, state and federal regulations. Capable of rendering interpretations of the Broward County Amendments, Florida Building Code and adopting policies and procedures in order to ensure the technical provisions of the code are being met. Work is performed under general supervision of the Building Official in the Building Inspections Division. Oversees the supervision of the Plans Examination staff assigned to perform the safety and code compliance inspections duties under the Florida Building Code.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Consults with architects, engineers, general and specialty contractors, and home owners on building permit applications.
- Examines submitted plans for new or altered buildings conformance with the Florida Building Code.
- Issues permits, calculates fees, verifies contractor's certification, and attends court hearings as expert witness.
- Performs field inspections either approving work in progress or completed or issuing Notice of Violation, re-inspects as necessary, and issues Certificate of Occupancy.
- Investigates complaints regarding alleged code violations, determines the validity of the claims, and recommends remedial action.
- Assigns examination tasks as necessary to maintain service cycle times.
- Participates in annual inspection of business and government buildings and housing greater than duplexes.
- Retains certification through mandatory continuing education programs.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of all types of building construction materials and methods, and of stages in construction when possible violations and defects may most easily be observed and corrected.
- Knowledge of building standards and codes and related laws and ordinances.
- Ability to read and interpret plans, specifications, and blueprints quickly and accurately, and to compare them with construction in process.
- Ability to consult with building owners, contractors and the public and to effect satisfactory working relationships.
- Ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize, and multitask in a stressful environment.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

High school diploma or equivalency. Certification by the Broward County Board of Rules and Appeals as outlined in Chapter 2, Section 201.2 (A). Certification by the Florida Building Code Administrators and Inspectors Board. Must possess a minimum of five-years' experience serving in a supervisor capacity.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Occasional lifting of large sets of plans and specifications.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 08/22

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Classification: 32/42

Location: Building Inspection

GERS: Regular Class