

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 632

BUILDING PLANS EXAMINER

GENERAL

Highly responsible technical work in the enforcement of the Florida Building Code. Work is performed under general supervision.

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.
- Reviews submitted plans for new or altered buildings conformance with the Florida Building Code.
- Issues permits, calculates fees, verifies contractors 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.
- 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

Certification by the Broward County Board of Rules and Appeals as outlined in Chapter 2, Section 201.2 (a). Extensive experience as a building supervisor.

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.

SPECIAL REQUIREMENTS

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

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

Rev 12/16

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Pay Grade/Group: 28/42

Location: Development Services

GERS: Regular: Regular Class