

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Electrical Plans Examiner
DEPARTMENT: Sustainable Development
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs senior level work in electrical plan review as an individual contributor for the Sustainable Development department. Responsible for plan review and inspections to ensure electrical code compliance. Position relies on experience and exercises considerable independent judgment based on subject-matter expertise in the area of specialization and the application of advanced concepts, techniques and knowledge of processes.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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 classification. 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.

- Performs electrical plan review and inspections for compliance with applicable national, state and local electrical codes
- Conducts detailed electrical plan review for compliance with all applicable codes
- Participates in meetings with contractors, developers, architects, and engineers prior to and during construction activity
- Responds to and resolves complaints pertaining to violations of applicable codes and ordinances; investigates referrals from the Code Enforcement division
- Schedules daily inspections
- Assists residents and contractors with electrical problems; answers general questions on a daily basis
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by five (5) years' experience as an electrical inspector; an equivalent combination of education, certification, training, and/or experience may be considered.

Must possess a valid State of Florida driver license, and must have completed the course of formal education in plan review under the Board of Rules and Appeals, and any other qualifications as outlined in the South Florida Building Code, Broward Edition.

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To be eligible for an appointment as an Electrical Plans Examiner, such person shall be certified as required by the State of Florida and BORA per Section 104.10.2.1 – 104.10.2.3.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of all national, state, and local codes, safety standards, related ordinances, and the Americans with Disabilities Act (ADA)
- Knowledge of methods used in operating, installing, repairing, and maintaining electrical systems, equipment, and standard testing devices
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to read understand building codes, blueprints, ...
- Ability to effectively multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

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SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Employee Signature

Date

Supervisor's Name (print)

Supervisor's Signature

Date