

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs work as a senior-level individual contributor and experienced technical expert in the Building division of the Sustainable Development department. Responsible for structural code compliance for plan review and inspections as governed by the Broward County Board of Rules and Appeals. Ensures quality and safety in accordance with City zoning rules and regulations. 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.

- Conducts detailed structural plan review in for compliance with all applicable codes
- Determines the structural integrity of damaged buildings after an emergency occurs
- Guides homeowners and contractors through the permitting and inspection process
- Inspects new and existing structural work to ensure compliance with the building code
- Interprets building codes for contractors, architects, and engineers
- Participates in meetings with contractors, developers, architects, and engineers prior to and during construction activity
- Performs structural inspections for conformance with the Florida Building Code, National Fire Code, and other applicable codes
- Responds to investigations of complaints pertaining to violations of applicable codes and ordinances; investigates referrals from the Code Enforcement Division
- Reviews plans, specifications, and blueprints of proposed building construction repairs for compliance with applicable building codes and related requirements
- May provide guidance to the building department permit technicians on related permit applications and requests
- Assists residents and contractors with structural problems; answers general questions on a daily basis

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- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by five (5) or more years' experience as a licensed general contractor within the High Velocity Hurricane Zone and extensive technical training in general contracting and inspections or related discipline; or an equivalent combination of education, certification, training, and/or experience.

Must have a valid state of Florida driver license; State of Florida Building Code Administrators and Inspectors Board (BCAIB) certification as a structural plans examiner and a structural inspector; a general contractor's license; and Board of Rules and Appeals certification.

To be eligible for an appointment as a Structural Plans Examiner, such person shall be certified as required by the State of Florida and BORA per Section 104.10.1 – 104.10.1.6.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of national, state and local laws, codes, ordinances and regulations concerning structural installation and repair
- Knowledge and principles and practices of building construction
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to read and interpret plans and specifications accurately and expediently
- Ability to detect deviations from plans, regulations, and standard construction practices
- Ability to 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

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 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 some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or 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.

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)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date