

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

**JOB TITLE: ELECTRICAL INSPECTOR/PLANS EXAMINER (Job Code 375).**

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### **GENERAL STATEMENT OF JOB**

Under general direction of the Director of the Building Department/Building Official, is responsible for performing plans examination and inspections of new, existing, and altered buildings and structures for compliance with the State of Florida Building Code. Work involves technical examinations and the application of standard trade practices of inspection work. Plans examination and inspections are conducted independently but in accordance with Building Department regulations and established technical standards.

### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Inspects new and existing residences, businesses, commercial and other buildings, and structures for conformance with safety and other requirements to established state and local codes.

Persons qualified as a Plans Examiner review plans and specifications for new buildings and structures, and remodeling plans in residential, commercial, and industrial buildings for compliance with safety and other requirements with established codes, and with the issuance of permits. Advises builders, owners, contractors, and architects regarding plan review/ inspections.

Investigates complaints of defective projects which are reported, notifies responsible persons of defects, and issues oral and written instructions for correction.

Performs second inspections and reports violations and assists in representing the City in court hearings.

Performs related work as required.

Performs emergency response duties as necessary.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with certification by State of Florida Building Code Administrators and Inspectors Board as an Inspector and certification by the Broward County Board of Rules and Appeals required in accordance with Chapter 1, Section 104 Broward County Administrative Code. Must be eligible for and obtain the required Plans Examiner certification within no longer than 18 months of date of hire.

To be eligible for appointment as a Plans Examiner, such person shall be certified as required by Building Code Administrators and Inspectors Board (BCAIB) as a Plans Examiner.. Engineers are exempt from BCAIB certification.

Such person shall also be certified by Broward County Board of Rules and Appeals (BORA) and shall meet at least (1) one of the following qualifications for Plans Examiner:

- An Engineer in the discipline requested and having practiced for a minimum of five (5) years within the State of Florida.
- An Inspector serving for a minimum of one (1) year for an AHJ or school board within the State of Florida and who complies with at least one (1) of the following qualifications.
- Each of the applicants shall possess a current Certificate of Competency or a Professional License in the discipline requested as a Contractor or Engineer issued by at least one (1) of the following entities:
  - Florida Construction Industry Licensing Board
  - Broward County Central Examining Board
  - Miami-Dade County Construction Trades Qualifying Board
  - Florida Board of Professional Engineers.

Such person shall also be certified by BORA and shall meet at least one (1) of the following qualifications for Inspector:

- An Engineer in the discipline requested.
- Five (5) years construction experience in the requested discipline in a supervisory capacity and possess a Certificate of Competency Contractor
- Five (5) years construction experience in the requested discipline and five (5) years' experience as an Inspector certified by BCAIB and possess a Certificate of Competency as a Contractor.
- Seven (7) years construction experience in the requested discipline and possess a Certificate of Competency as a Journeyman.
- Ten (10) years' experience as an Inspector certified by BCAIB. A person with multi-discipline certifications can only be certified in one (1) discipline. A person certified under this section is exempt from Section I 04.12.3.2.

Each of the applicants shall possess a current Certification of Competency or a Professional License in the discipline requested as a Contractor or Journeyman or Engineer issued by at least one (1) of the following entities:

- Florida Electrical Contractors licensing Board.
- Broward County Central Examining Board of Electricians.
- Miami-Dade County Construction Trades Qualifying Board, Block proctored.
- Florida Board of Professional Engineers.

Dual certification as an Inspector and Plans Examiner with certification by the Broward County Board of Rules and Appeals preferred.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of moderate weight (20 – 50 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instruction, assignments and/or directions.

Language Ability: Requires the ability to read a variety of technical materials relevant to building regulatory practices of moderate to complex levels. Requires the ability to read various discipline languages, i.e., structural, mechanical, plumbing.

Intelligence: Requires the ability to apply principles of influence, rational systems, and synthesis functions.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence and voice control.

Numerical aptitude: Requires the ability to add, subtract, multiply and divide; interpret graphs, calculate decimals and percentages; perform algebraic and geometrical equations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read different types of information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communications: Requires the ability to talk and/or hear (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require infrequent exposure to adverse environmental conditions.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the materials, methods and practices involved in building construction.

Knowledge of possible defects and faults in building construction, of standard testing devices and of effective corrective measures.

Skilled in both written and oral communications for effective expression of concepts and proposals, and clarity in task assignment.

Ability to detect and locate defects in construction, and to ascertain the stage when defects are most easily found and remedied.

Ability to read and interpret plans, diagrams and specifications and to recognize deviations from such plans in the construction process.

Ability to enforce codes and regulations, firmly, tactfully and impartially.

Ability to establish and maintain effective working relationships with contractors, property owners, representatives from other agencies and the public.

Ability to analyze, organize and review work for efficient results and accuracy.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date