



**BUILDING PLANS EXAMINER
PART-TIME POSITION (UP TO 25 HOURS PER WEEK)
\$50-\$60/HR DEPENDING ON QUALIFICATIONS
OPEN UNTIL FILLED**

POSITION SUMMARY:

The purpose of this position is to perform a variety of complex professional and administrative work, in the Building Department.

POSITION SCOPE:

This is a technical level position and Essential Personnel Position.

Under supervision of the Building Official, performs technical work associated with the reviewing of structural plans to assure compliance with the Florida Building Code, occasionally performing structural field inspections, and a variety of other duties associated with enforcement of the Florida Building Code.

ESSENTIAL JOB FUNCTIONS

Reviews construction plans and inspects construction projects, ordering changes as necessary, so as to enforce the Florida Building Code and related Town ordinances governing minimum standards and requirements of new construction, alterations, repairs and materials used.

Receives and reviews applications and plans; answers inquiries and furnishes information pertaining to building codes.

Confers with developers and others concerning permit and Code requirements.

Assists Building Official in interpreting provisions of Florida Building Code.

Assists in performing inspections as necessary.

Assists in maintaining records and required reports.

Attends meetings of various governing boards, as necessary.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM REQUIREMENTS

High school diploma or general education degree (GED) required supplemented by have ten (10) years related experience as a licensed General Contractor, five (5) years of which shall have been in the field within the jurisdiction of the Florida Building Code and include five (5) years as a building inspector and Plans Examiner with, at least, two (2) years of High-Rise experience or other appropriate qualification as outlined in the code. Associate degree preferred.

Licenses and/or Certifications:

Miami-Dade County and the State of Florida Building Plans Examiner and Structural Building Inspector certification required. General Contractor's and a valid Florida driver's license is required. It is the responsibility of the incumbent to maintain their licenses and/or certifications as a job requirement.

Special Requirements

Possession of a valid Class "E" Florida driver's license is required. Must provide a copy of your seven (7) year driving history profile obtained from the DMV or Courthouse ONLY. The driving history profile must not be older than 30 days. No internet copies will be accepted.

Minimum Qualifications or Standards Required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of office equipment including computer, copier, survey systems, design equipment, etc. Must be able to exert up to 10 pounds of force occasionally, and up to 30 pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are those for Light Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments, or directions from supervisors.

Language Ability: Requires the ability to read a variety of reports, letters and memos, budget reports, assessments, surveys and permits, code regulations, inspections reports, etc. Requires the ability to prepare correspondence, reports, forms, studies, assessments, municipal code development, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables. Advanced mathematics skills to conduct stress, load bearing, and financial computations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, construction, and regulatory terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires ability in operating a variety of items such as office equipment. 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 beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

Performance Indicators

Knowledge of Job: Has considerable knowledge of modern building construction practices, materials, equipment, and the various stages of construction when violations and defects should be observed and corrected. Has considerable knowledge of local and State inspection codes and laws. Has considerable knowledge of engineering principles as applied to the design and construction of a broad range of building structures and facilities. Has working knowledge of Town geography. Has general knowledge of the current literature, trends, and developments in the field of building inspection and code enforcement. Is able to read and interpret plans and specifications accurately and make comparisons with construction in progress. Is able to exercise independent judgment in applying standards to a variety of work situations. Is able to physically maneuver on scaffolds, structural members, and in tight quarters to accomplish thorough inspections. Is able to express ideas effectively orally and in writing. Is able to establish and maintain effective working relationships that employ considerable tact and firmness with contractors, the public and property owners.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Position Scope"

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and

procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: Town of Bay Harbor Islands is a drug-free workplace in accordance with Federal and Florida Law. Must be able to pass a drug screening within 24-hours of conditional job offer.

E-VERIFY: This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

LEVEL 2 BACKGROUND: Must submit and pass a Level 2 background screening prior to date of hire.