

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

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

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.

Examines 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.

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.

Advises builders, owners, contractors and architects regarding electrical plan review/ inspections.

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 Electrical Plans Examiner and Inspector. Must be eligible for appointment as an Electrical Plans Examiner and must be certified by the Broward County Board of Rules and Appeals and shall meet at least one of the following qualifications:

- 1) An Engineer in the discipline requested and having practiced for a minimum of three (3) years, and a minimum of two (2) years as an Electrical Inspector employed by a municipality or private company contracted with a municipality or School Board within the State of Florida.
- 2) Seven (7) years of combined experience as a Master Electrician Contractor or Electrical Contractor or Journeyman Electrician, five (5) years of which shall have been construction experience in the Electrical discipline and a minimum of two (2) years as an Electrical Inspector employed by a municipality or private company contracted with a municipality or School Board within the State of Florida.
- 3) An applicant for Certification as an Electrical Plans Examiner under the provisions of this section who is a graduate from an accredited school holding a Bachelor or Associate of Science Degree in Electrical Engineering may be credited for three (3) years for a Bachelor Degree or one (1) year for an Associate Degree of the required seven (7) years of experience.

Must possess a current Certificate of Competency as a Master Electrician Contractor or Electrical Contractor issued by at least one 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, issued on or after January 1, 1968
- Florida Department of Business and Professional Regulation as an Engineer

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 and electrical construction.

Knowledge of possible defects and faults in building and electrical 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.

Employee Name and Signature

Date