



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Senior Plans Examiner - (~~Specialties: Building, Civil, Structural, Mechanical, Electrical~~)
JOB CODE: SS-090
CLASSIFICATION: Exempt
PAY GRADE: 26
BARGAINING UNIT: BTU-TSP
REPORTS TO: ~~Chief Plans Examiner~~ Assistant Chief Building Official - Plans or Designee
CONTRACT YEAR: Twelve Months

POSITION GOAL: ~~To participate in the Building Department process ensuring thorough building plans review and compliance with the Florida Building Code, Fire Prevention Code and all applicable laws, regulations and requirements.~~

Participate in the process of ensuring a thorough review of building plans and inspections for compliance with the provisions of the Florida Building Code, the Fire Prevention Code and all applicable laws, regulations and requirements.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Senior Plans Examiner - (~~Specialties: Building, Civil, Structural, Mechanical, Electrical~~) shall carry out the performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- ~~conduct~~ Conduct, ~~in area of specialty,~~ design in area of specialty and code review of building/ construction plans, and specifications, ~~Oversee~~ and the work of contracted architects, and engineers or District personnel engaged in projects for the The School Board of Broward County, Florida.
- ~~plan~~ Plan, supervise and review the work of certified (~~Florida Statute Part XII 468~~) building plans examiners in accordance to Florida Statute Part XII 468.
- ~~meet~~ Meet with project designers and contractors ~~as required for~~ to review and provide clarification on code and standards, as required ~~clarification.~~
- ~~analyze~~ Analyze changes to ~~the~~ documents for code compliance.
- ~~prepare~~ Prepare periodic reports on status of work.
- ~~conduct~~ Conduct inspections and assist with code interpretation, as needed.
- Work collaboratively with District and department staff in the planning and implementation of function, program, and/or project initiatives and objectives.
- Develop and actively monitor operational procedures on a daily basis.
- ~~keep current on~~ Remain abreast of applicable laws and regulatory codes pertaining to construction and design.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination policies of ~~the~~ The School Board of Broward County, Florida.
- ~~Participate successfully~~ Participate in the training programs offered to ~~increase~~ enhance the ~~individual's skill~~ individual skills and proficiency related to the ~~assignments~~ job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to job ~~responsibility~~ responsibilities.
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~follow~~ Follow ~~Federal~~ federal and ~~State~~ state laws, as well as School Board policies.
- ~~perform~~ Perform other ~~assigned~~ duties ~~consistent with the goals and objectives of this position~~ as assigned by the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned ~~Bachelor's~~ bachelor's degree from an accredited institution.
- ~~Minimum~~ A minimum of seven (7) years, ~~to within the last twelve (12) ten (10) years,~~ of experience ~~and/or training~~ in the field related to the title of the position; with at least two (2) years ~~required~~ in a supervisory capacity.
- ~~Current registration~~ Valid Florida Registration as an ~~architect~~ Architect (Building specialty) or ~~professional engineer~~ Professional Engineer ~~with a specialty~~ in one of the following disciplines: ~~civil engineering~~ Civil Engineering (Civil specialty), ~~structural engineering~~ Structural Engineering (Structural specialty), ~~mechanical engineering~~ Mechanical Engineering (Mechanical specialty), or ~~electrical engineering~~ Electrical Engineering (Electrical specialty) ~~in the State of Florida.~~
- Knowledge of applicable building codes, laws, regulations and rules.
- ~~Experience~~ Prior experience with the building permitting permit process; e.g., county/municipal building departments, traffic/roads, South Florida Water Management, local drainage district, health department, and environmental compliance requirements.
- Knowledge of the State Board of Education Rules and Standards, State Requirements for Educational Facilities (SREF) and procedures pertaining to construction of educational, or other large public and commercial facilities.
- ~~Ability~~ Demonstrated ability to read and interpret contract documents.
- ~~Ability to communicate effectively both orally and in writing~~ Effective verbal and written communication skills.
- ~~Knowledge of current computing technologies and software applications appropriate to the position's responsibilities is required.~~
- Computer skills as required for the position.

OR

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Degree majors in Architecture or Engineering ~~preferred.~~
- Bilingual skills ~~preferred.~~

~~SUPERVISES: Certified (Florida Statutes 468) plans examiners.~~

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with the Assistant Chief Building Official, District leadership at all levels, parent, school and community groups to support and create a positive and safe school environment.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

PUBLIC RECORDS EXEMPTION:

Positions assigned to this job description are public records exempt according to provisions of FL§119.071

Board Approved: 6/18/2002

Adopted: 7/16/2002

Revised & Adopted: 12/9/03

Revised: 3/22/05

Revised: 5/12/06