



TOWN OF SURFSIDE STRUCTURAL PLANS EXAMINER (Part Time)

DEPARTMENT: BUILDING

NON-EXEMPT

GENERAL DESCRIPTION:

This is a technical level position performing structural plans review and inspections involving all types of buildings and structures of new and existing construction and special applications. Reports to and performs work under the general direction of the Building Official.

ESSENTIAL JOB FUNCTIONS:

1. Examines plans, blueprints, tracings, sketches, and specifications both digitally and hard copy prior to issuance of building or proposed building construction.
2. Approves and/or disapproves proposed plans in accordance with Florida Building Codes, other codes and other regulatory requirements and discusses disapproved items with architects, engineers, contractors and/or owner builders to obtain plan changes necessary for approval.
3. Approves and/or disapproves proposed plans in accordance with codes and other regulatory requirements and discusses disapproved items with architects, engineers, contractors and/or owner builders to obtain plan changes necessary for approval.
4. Provides information and assistance to contractors and others. Performs skilled inspections, enforcement and supervisory work in the examination, review, analysis, approval and/or disapproval of plans to ensure compliance with the Florida Building Code and other applicable codes and regulations as it relates to building and/or structural plans examining.
5. Reviews structural plans and calculations for code compliance prior to issuing a permit. Verifies compliance with approved building permits, plans and specifications; reviews and approves work of completed projects. Reads and interprets blue prints and specifications for construction plans and designs.
6. Collaborates with contractors and subcontractors, engineers, architects, homeowners, and internal administrative support to ensure all required documentation is completed and submitted for approval of requested permits.
7. Identifies structural problems and issues both during plans review and in the field.
8. Communicates with the Building Official on any structural problems, code compliance issues or regulatory requirements that have not been resolved.
9. Assists and instructs fellow plans examiners and inspectors in the understanding of the building codes.
10. Keeps abreast of the latest information available regarding structural engineering standards and the building science(s).

11. Works with the general public in a friendly, informative manner regarding structural engineering requirements.
12. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:**KNOWLEDGE, ABILITIES AND SKILLS:**

- Advanced professional knowledge as Structural Engineer with additional professional knowledge in other engineering professions.
- Knowledge of personal computers and Microsoft Office necessary to be effective.
- Good knowledge of construction management.
- Knowledge of computer-aided-design and computer-aided-engineering programs.
- Advanced mathematics skills to conduct stress, load bearing, and structural engineering computations and calculations.
- Ability to prepare, review, and interpret engineering and construction plans and specifications.
- Ability to analyze technical design engineering, construction engineering and surveying problems.
- Ability to read design and construction-related drawings.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Civil/Structural Engineering supplemented by five (5) years' experience as a Structural PE.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- State of Florida Registration as a Professional Engineer- Structural.
- Miami-Dade Board of Rules and Appeals (BORA) Structural Plans Examiner and Inspector certification required.
- Valid Florida driver's license.
- All other licensure requirements set forth by the Miami-Dade County Chapter 8 and the Board of Rules and Appeals.
- Registration as Special Inspector (Threshold Inspector) preferred.

ESSENTIAL PHYSICAL SKILLS:

The essential job functions of this position will require the employee to perform the following physical activities. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis:

- Frequently required to see, hear and talk with employees and the public.
- Frequently required to read and/or present documents, write or use keyboard to communicate through written means.
- The employee frequently is required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS :

- Works inside and out-of-doors in various weather conditions
- Heights (up to 120 ft)
- Some stressful situations

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: 3/18/08; 5/5/08; 1/23/23

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Building Official's Signature: 

Town Manager's Signature: 