



## **TOWN OF SURFSIDE BUILDING INSPECTOR / PLANS EXAMINER**

**DEPARTMENT: BUILDING**

**NON-EXEMPT**

### **GENERAL DESCRIPTION:**

Responsible technical work reviewing plans and engineered documents and performing building inspections to ensure compliance to existing codes, ordinances and statutes. Work is performed under the general supervision of the Building Official. The Building Inspector-Plans Examiner requires the ability to effectively and cordially communicate with and create successful business relationships with citizens, construction personnel, contractors and design professionals.

### **ESSENTIAL JOB FUNCTIONS:**

1. Reviews submitted plans and engineered documents for building code compliance.
2. Conducts site visits to perform building inspections.
3. Documents all inspections and reviews and enters results/comments in the system.
4. Provides information and assistance to the public, contractors, or other employees.
5. Keeps the Building Official apprised of all review and inspection activities.
6. Checks site plans for conformity to applicable codes and approved documents.
7. Investigates code violations and enforces regulations as directed.
8. Reviews building plans.
9. Interprets codes.
10. Discusses plans with architects, engineers, etc.
11. Assists other departments with construction related issues.
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:**

- Knowledge of state and local laws, codes, ordinances and regulations concerning building plans review, building installations and repair.
- Knowledge of the Town codes and ordinances.