



City Hall Commission Chambers
3650 Northeast 12 Avenue
Oakland Park, Florida 33334

CIVIL SERVICE BOARD
AGENDA
FEBRUARY 9, 2016 AT 6:30 PM

ROLL CALL

1. Approval of Minutes – October 13, 2015

PUBLIC COMMENTS - At this time any person will be allowed to speak on any matter that pertains to City business for a length of time not to exceed four minutes per person.

ITEMS CONSIDERED

2. Job Classifications
 - Chief Inspector
 - Plans Examiner

OTHER BUSINESS

ADJOURN

This meeting facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Clerk's Office by telephone: 954.630.4300, or via Fax: 954.630.4302 for information or assistance.

I, the undersigned authority, certify the above Notice of Meeting of the Civil Service Advisory Board is a true copy of the Notice posted on the outdoor bulletin board at the main entrance of City Hall, a place convenient and readily accessible to the general public at all times.

Posted: 2/3/16

By: Board Secretary, Sara-Lou Annakie



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MINUTES
CIVIL SERVICE BOARD MEETING
OCTOBER 13, 2015 AT 6:30PM

The regular meeting of the Civil Service Board of the City of Oakland Park, Florida was called to order at 6:30pm by Dennis Buchta, Chair.

ROLL CALL

Present:

Dennis Buchta, Chair

Edward Stupi

Layne Dallett Walls

Also Present: (LIASION & SECRETARY)

Lynn McCaffrey, Liaison

Sara-Lou Annakie, Board Secretary

Absent:

Dr. Dorothy Orr

MINUTES

Board member Layne Dallett Walls moved to approve the minutes of September 8, 2015, seconded by board member Edward Stupi which prevailed by the following vote:

Yes: Chair, Dennis Buchta, Board member, Edward Stupi, Board member Layne Dallett Walls

PUBLIC COMMENTS

None

NEW BUSINESS

1. Approval of classification(s) below:

- Utilities Manager

Board member Edward Stupi moved to approve, board member Layne Dallett Walls seconded the motion.

Yes: Chair, Dennis Buchta, Edward Stupi, and Layne Dallett Walls

- Assistant Fire Chief

Board member Edward Stupi moved to approve, board member Layne Dallett Walls seconded the motion.

OLD BUSINESS

None

There being no further business, the meeting was adjourned at 6:33 pm.

Dennis Buchta, Chair

Sara-Lou Annakie, Secretary

CHIEF INSPECTOR
FLSA: Exempt
Salary Range: \$70,000.00 - \$100,000.00

GENERAL DEFINITION

Under administrative direction, the purpose of the position is to lead & inspect structural, electrical, mechanical, or plumbing building/development to enforce compliance with the Florida Building Code. Employees in this classification perform at senior professional level, and are responsible for supervising & reviewing development operations to verify conformity with the approved plans and specifications in their trade. Objective is to enforce all local, state and federal laws, ordinances and regulations to ensure the safety and welfare of the general public. Employee works with a high degree of independence and initiative, and confers with the Building Official on matters involving unusual construction issues.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises, trains, and evaluates personnel responsible for conducting field inspections enforcing compliance with all local, state and federal laws, ordinances and regulations in their respective trades, e.g., structural, electrical, mechanical, plumbing.
- Performs systematic site inspections of skilled trades work for new and existing construction within the city, to ensure compliance with all applicable City, State and Federal code and regulatory requirements in their respective trades, e.g., structural, electrical, mechanical, plumbing.
- Performs plans review and examination for new and existing construction and buildings for conformity with Life Safety Code and state, county, and local building ordinances.
- Enforces compliance with approved building permits, plans and specifications; ensures the review and approval of all work of completed projects.
- Collaborates with architects, engineers, general and specialty contractors and property owners to achieve compliance with all codes, laws, and ordinances on all major construction/building projects.
- Reads and interprets blue prints and specifications for construction plans and designs, reviews proposed plans for conformance to applicable codes and regulations.
- Assists in the investigation of complaints regarding violations of building codes and applicable ordinances and coordinates the prosecution of violators, when necessary.
- Acts in the capacity of the Building Official as directed.
- Issues written violations of codes; makes re-inspection to determine if corrections have been made to achieve compliance.
- Reviews, maintains and updates all files, documents, records and reports of inspections activities and findings; reviews records maintenance activities of subordinate personnel.
- Maintains active communication with City employees, departmental staff, contractors, engineers, architects and property owners for the dissemination of information.

CHIEF INSPECTOR
FLSA: Exempt
Salary Range: \$70,000.00 - \$100,000.00

- Participates in administrative staff meetings; assists in the administration of office routine and filing systems and the determination of recording forms and investigative techniques to be used.
- As needed, responds to after-hours emergency situations and evaluates life and safety hazards relating to public or private structures.
- Authorizes, under direction, the condemnation of faulty and hazardous installations; issues stop work orders; recommends the condemnation and demolition of buildings and structures to the appropriate boards.
- May assist in supervising office staff.
- May represent the Building Official in appeals before the Broward County Board of Rules and Appeals, and other applicable city or state boards.
- Attends annual continuing education courses for re-certification.
- Provides assistance and support to entry and journey level Inspectors with difficult or complex issues.

KNOWLEDGE, SKILLS & ABILITIES

- Extensive knowledge of current codes and regulatory standards governing the state's building construction industry in the respective trade/discipline.
- Extensive knowledge of all functions relevant to the processing and approval of building construction projects in the respective trade/discipline, e.g., plans review, licensing, permitting and inspections.
- Ability to direct, supervise and review inspection activities in the respective trade/discipline.
- Ability to lead and support entry level Inspectors with routine and non-routine inspection activities.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to read, update and maintain various records and files.
- Ability to access, operate and maintain various software applications, and basic office equipment.
- Ability to clearly communicate information both verbally and in writing.
- Ability to establish and maintain effective working relationships with City employees, departmental staff and management, contractors, engineers, architects and property owners.
- Skill in the review and interpretation of construction project plans, and the technical interpretation of applicable construction codes and regulatory standards.
- Skill in written communications for the effective development and presentation of departmental reports and modifications to established codes and ordinances.
- Skill in providing plans review oversight and recommending/developing modifications as necessary to ensure overall project compliance with applicable codes and regulatory standards.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High School Diploma or GED. Must possess a valid Florida Driver's License. Must meet the requirements of the Florida Building Code - Broward County Amendments to be certified for the position of Chief Inspector in their respective trades, e.g. structural, electrical, mechanical or plumbing.

CHIEF INSPECTOR
FLSA: Exempt
Salary Range: \$70,000.00 - \$100,000.00

PREFERRED

Certified as a Building Official by Broward County Board of Rules and Appeals or meeting the certification requirements of the Florida Building Code – Broward County Amendments.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks are performed in outdoor and indoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around moving vehicles and building equipment/machinery, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date

City Manager Approval
Civil Service Rule Sec 2-96

Date

PLANS EXAMINER
FLSA: Non-Exempt
Salary Range: \$65,000.00 - \$93,000.00

GENERAL DEFINITION

Under general direction, the purpose of the position is to review & inspect structural, electrical, mechanical, or plumbing building/development to enforce compliance with the Florida Building Code. Employees in this classification perform at journey level professional, and are responsible for approving proposed plans, reviewing development operations to verify conformity with the approved plans and specifications in their trade. Objective is to enforce all local, state and federal laws, ordinances and regulations to ensure the safety and welfare of the general public.

ESSENTIAL JOB DUTIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are logical assignment to the position.

- Reads and interprets blue prints and specifications for construction plans and designs, reviews proposed plans for conformance to applicable codes and regulations.
- Performs systematic site inspections of skilled trades work for new and existing construction within the city, to ensure compliance with all applicable City, State and Federal code and regulatory requirements in their respective trades, e.g., structural, electrical, mechanical, plumbing.
- Verifies compliance with approved building permits, plans and specifications; reviews and approves workmanship of completed projects.
- Collaborates with independent contractors and subcontractors, engineers, architects, homeowners, and internal administrative support to ensure all required documentation is completed and submitted for approval of requested permits and licenses.
- Identifies compliance problems and issues code violations; meets with violators and general public to explain and interpret city codes and advises violator of expected time frame to correct infraction; performs re-inspection to determine if corrections have been made to achieve compliance.
- Reviews, maintains and updates all files, documents, records and reports of inspections activities and findings.
- Communicates with Building Official and Chief Inspector on any problems, code issues or regulatory requirements that have not been resolved.
- Reviews, maintains and updates all files, documents, records and reports of inspections activities and findings.
- Maintains current knowledge of trends and regulatory developments for application to functional areas under charge; attends annual continuing education courses for re-certification.
- Provides assistance and support to technical level Inspectors with moderately complex issues.
- As needed, responds to after-hours emergency situations and evaluates life and safety hazards relating to public or private structures.

PLANS EXAMINER
FLSA: Non-Exempt
Salary Range: \$65,000.00 - \$93,000.00

KNOWLEDGE, SKILLS & ABILITIES

- Skill in the review and interpretation of construction project plans, and the technical interpretation of applicable construction codes and regulatory standards.
- Skill in providing plans review oversight and recommending/developing modifications as necessary to ensure overall project compliance with applicable codes and regulatory standards.
- Considerable knowledge of current codes and regulatory standards governing the state's building construction industry.
- Considerable knowledge of all functions relevant to the processing and approval of building construction projects in the respective trade/discipline, e.g., plans review, licensing, permitting and inspections.
- Ability to lead and support technical level Inspectors with routine and non-routine inspection activities.
- Ability to read, update and maintain various records and files.
- Ability to access, operate and maintain various software applications and office equipment.
- Ability to clearly communicate information both verbally and in writing.
- Ability to establish and maintain effective working relationships with City employees, departmental staff and management, contractors, engineers, architects and property owners.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High School Diploma or GED. Must possess a valid Florida Driver's License. Must meet the requirements of the Florida Building Code - Broward County Amendments to be certified for the position of Plans Examiner in their respective trades, e.g. structural, electrical, mechanical or plumbing.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5pounds). Tasks may involve extended periods of time at a keyboard or workstation and walking on roofs. Tasks are performed in outdoor and indoor environments.

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