



## Plans Examiner

---

### Summary

Perform highly skilled technical review and examination of residential, commercial, and industrial plans and specifications for compliance with applicable building codes, ordinances, and regulations.

### Class Characteristics

Direction is provided by a higher-level manager. Responsibilities may include the indirect supervision of support staff.

This is an advanced journey level class, fully competent to perform responsible and difficult building and plan examinations concerning the construction or alteration of residential, commercial, and industrial structures including calculations, Energy Compliance forms, CalGreen compliance documents, and accessibility requirements. Incumbent(s) exercise independent judgment and make sound recommendations based on building plan examination results.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### Duties:

Review and examine residential, commercial, and industrial plans and specifications for compliance with building codes, ordinances, regulations, and other related laws; approve plans or provide corrections.

Provide advice on conformance with building codes, ordinances, and regulations; assist in resolving issues and recommend solutions to plan review problems.

Consult with contractors, engineers, owners, and architects on code requirements and building design.

Respond to inquiries from the public, applicants, architects, engineers, contractors, and developers related to building codes and regulations and provide advice as appropriate.

Assist in coordinating building permit applications with internal department and City staff.

Assist in developing and revising operational procedures and systems for plan checking.

Perform field inspections and building inspections; assist building inspectors as needed.

Issue building permits.

Plans Examiner

Enter and retrieve data from electronic data processing systems; establish and update information; update computer system files; prepare correspondence and reports; prepare, review, and maintain forms, files, and other necessary records.

Attend and present information at public meetings.

Perform related duties as assigned.

Skills/Abilities:

Read and interpret blueprints and building plans and specifications.

Examine building plans, elementary calculations, and specifications in a uniform and accurate manner.

Interpret, apply, and explain related codes and regulations.

Understand and check engineering mathematical computations.

Exercise independent judgment related to plan check and specification issues.

Prepare clear, concise, and accurate reports, correspondence, and other written materials.

Maintain organized and accurate records of plan checking and other related documentation.

Utilize electronic information systems within the department.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit and stand, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate and the ability to work outside in all weather conditions for extended periods of time. The ability to walk across uneven muddy terrain and to climb ladders, stairs, steep ramps, and scaffolding.

**Qualifications**

Knowledge of:

Advanced plan check methods and practices.

Building codes including the California building, electrical, plumbing, mechanical, housing, and energy codes.

## Plans Examiner

Federal, state, and local regulations, ordinances, and other requirements related to building, construction, and design standards.

Principles, practices, methods, materials, and techniques used in building construction and structural design.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

### Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

#### Education:

Equivalent to an Associate's degree with course work in engineering technology, building inspection, construction technology, or a related field.

#### Experience:

Three years of increasingly responsible experience reviewing and examining residential, industrial, and commercial plans and specifications.

#### Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of the ICC (International Code Council) Building Plans Examiner and Inspector certificate(s).

Certification by the ICC as a Building Inspector (Combination) is desirable.

Certification by the Division of State Architect as a Certified Access Specialist (CASp) is desirable.

Re-established: 04/01/13 – Resolution # 2013-035

Abolished: 06/05/06 – Resolution # 2006-096

Established: On or before 03/90

Revised: 6/21/21- Res. # 2021-109 N.C.S.

Department: Community Development

FLSA Status: Non-exempt