



Plans Examiner/Deputy Chief Building Official

Summary

Perform technical work involving the review and examination of building construction, improvement and repair plans, and specifications for compliance with applicable building, zoning, health and safety codes, and regulations.

Class Characteristics

General supervision is provided by the Chief Building Official; responsibilities may include the indirect supervision of support staff.

This is an experienced Plans Examiner professional class, fully competent to perform responsible and difficult examinations of residential, commercial, and industrial buildings. Incumbents exercise independent judgment and make sound recommendations based on building plans 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:

Furnish up-to-date interpretations of building codes and regulations to City staff, decision-makers, and the public.

Administer federal, state, and municipal codes and regulations governing building construction and related matters.

Supervise the issuance of building permits and the collection of fees.

Prepare coded amendments and enforce building compliance programs.

Review and examine construction documents for residential, commercial, and industrial building construction and alterations ensuring that plans, structural calculations, and specifications comply with building and related codes and regulations.

Check plans and calculations to verify stability and loading of structural members and connections. Determine adequacy of design to meet earthquake, wind-load, and material stress requirements.

Confer with homeowners, builders, engineers, and architects to give information and interpret building codes and regulations, recommend changes to obtain compliance, and review corrected plans for conformity with requirements.

Coordinate construction planning documents review with other City department review.

Initiate appropriate action to enforce code compliance, and prepare correspondence relating to the corrections of plans and engineering detail.

May make on-site construction inspections to confirm that construction complies with approved plans and specifications.

Advise building inspectors on structural and other building related problems arising in the field during construction; assist building inspectors as needed.

Keep informed of changes and legislation pertaining to assigned work; investigate new and substitute materials, new methods of structural design, and construction techniques; recommend appropriate changes in the building codes and regulations.

Assess building permit fees and issue permits, maintain records of assigned permit applications and of applications processed.

Utilize computer to record plan check data, update data, and produce reports.

Participate in setting work priorities and coordinating and scheduling own assignments.

Perform related duties as assigned.

Skills/Abilities:

Work with mathematical concepts such as calculations of square footage and other calculations related to the work involving the review and examination of building construction process.

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

Perform detailed analysis and examination of building and construction designs, specifications and plans, and reports, in order to reach sound conclusions.

Apply basic engineering and architectural principles and techniques to the solution of complex residential, commercial, and industrial construction problems and objectives.

Organize work and set priorities and exercise sound independent judgment within established procedural guidelines.

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

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, 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 25 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.

Qualifications

Knowledge of:

Techniques, materials, and practices in the structural, plumbing, mechanical, and electrical construction fields.

Residential, commercial, and industrial construction materials, methods, and equipment.

Applicable codes and ordinances governing housing and building construction, rehabilitation, alteration, use, and occupancy.

Appropriate safety and fire prevention construction and building methods.

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 major course work in pre-engineering, construction technology, or a related field, or three years of experience in plan checking a variety of building plans and drawings or performing building inspection work.

Experience:

Certifications/Licenses:

Must possess a valid California Class C driver's license.

Possession of an ICBO (International Conference of Building Officials) Plans Examiner Certificate is highly desirable, and must be obtained within two years of employment.

Engineering in Training (E.I.T), or higher certification, is highly desirable.

Established: 03/90
Resolution #: 90-147 N.C.S.
Revised: 11/25/02; 6/21/21
Resolution#: 2002-180 N.C.S.; 2021-109 N.C.S.
Reformatted: 06/30/06
Department: Community Development
FLSA Status: Non-exempt