

PLANS EXAMINER

DEFINITION

To perform plan check review of construction plans and associated documents; to assure compliance of building construction with applicable laws, codes and ordinances; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Plans Examiner class. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Development Services Director.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform plan check review of residential, commercial and industrial plans for new buildings and building alterations.

Research, interpret and explain building code standards, requirements and restrictions.

Assist with building inspections; confer with architects, contractors, engineers, and others in the field and in the office.

Prepare reports and written correspondence related to corrections and deficiencies in submittals and construction work.

Provide guidance and education to applicants and the public regarding various construction code requirements.

Issue building permits in coordination with other city departments.

Attend meetings; identify and investigate engineering and architectural issues for proposed structures.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principals and practices of engineering and architecture as applied to building construction and structural design.

Methods, materials and techniques used in building construction.

Pertinent local, state and federal laws, codes and ordinances.

Engineering mathematics.

Relevant software programs.

Ability to:

Interpret and apply building codes and standards in the performance of plan checks and field inspections.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve building inspection activities; sit at desk for long periods of time; and stand at the counter to answer questions of the public.

Intermittently, walk, stand, kneel, climb, and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; intermittently write or use a keyboard to communicate, and occasionally lift or carry weight of 40 pounds or less.

Read and interpret plans and supporting documentation and ensure compliance with applicable codes, laws, regulations and ordinances.

Neatly and accurately prepare clear and concise written reports and general correspondence; prepare correction lists based on relevant codes and ordinances.

Calculate fees, square footages and related numerical figures.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible plans examination or building inspection experience.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in architecture, engineering or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of one or more International Code Conference (ICC) certificates in an Inspector, Plans Examiner or Building Official category or registration as a Licensed Architect or Registered Civil or Structural Engineer by the State of California.

Possession of, or ability to obtain and maintain, a ICC certificate in a Plans Examiner category and one ICC certification in an Inspector or Building Official category within two years of appointment.

Possession of, or ability to obtain and maintain, a Certified Access Specialist certificate from the California Department of General Services within three years of appointment.

Possession of, or ability to obtain and maintain, a Certified Safety Assessment Program Evaluator or Coordinator designation from the State of California Office of Emergency Services within three years of appointment.