

BUILDING PLANS EXAMINER

Salary Range: 31 (Public Service Salary Schedule)

DEFINITION

Under direct or general supervision, organizes and conducts detailed plan reviews of common commercial, industrial, and residential structures for compliance with governing codes and ordinances; provides technical assistance to the inspection section; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey-level class required to work independently under minimal supervision. Responsibilities include interpreting policies and procedures relating to building and construction activities and enforcing the building codes. Successful performance of the work requires an extensive technical background as well as skills in coordinating work with those of other City departments and public agencies as well as dealing with the public. This class is distinguished from Plan Check Engineer in that the latter is a professional-level engineering class that requires possession of a valid certificate of registration as a professional engineer or architect and performs complex structural plan review.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive direct or general supervision by the Building Official or designee and do not directly supervise staff, but may provide training and technical direction to assigned staff.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Reviews construction plans, specifications and calculations for conformance with governing codes, state regulations and local ordinances.
- Advises and consults with engineers, architects, contractors, and the general public concerning code, permit, and plan review items and to provide general information.
- Calculates and determines building permit fees, plan review deposits and fees paid to consultants; issues permits.
- Reviews structural and energy design calculations for accuracy and compliance with State and local requirements.
- Maintains plan check records and schedules; compiles comprehensive plan check correction lists.
- Performs field inspections of larger, more complex commercial projects, as necessary.
- Coordinates plan review process facilitating timely review of commercial projects through other city departments, outside agencies, and consultants.
- Operates and maintains computerized permit processing system, plan check records and schedules; compiles comprehensive plan correction lists; coordinates plan review process of commercial projects through other City departments, outside agencies, and consultants.
- Conducts field review as necessary to assess all pertinent issues of the assigned project.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS**Knowledge of:**

- Building plans or construction layouts
- Basic codes and regulations governing building design and construction
- Basic principles, methods and techniques of structural design
- Records management principles and practices
- Business arithmetic and basic statistical techniques
- Modern office practices, methods and computer equipment
- Computer applications related to the work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone
- Principles and practices of plan checking and plan review process
- Construction methods, materials, tools and equipment used for residential, commercial and industrial construction
- Applicable Federal, State and local laws, regulations, codes and ordinances related to building plan check, including basic zoning, grading and flood zone requirements
- Organization, procedures, and operating details of the Community Development Department
- Concepts and practices of plan review
- State and Federal accessibility compliance codes

Ability to:

- Read and understand construction drawings and plans independently
- Learn City ordinances, codes, and regulations pertaining to building plan review and other assigned areas of responsibility
- Respond to and effectively prioritize multiple phone calls, walk-up traffic and other requests/interruptions
- Conduct electronic and/or manual plan checks
- Interpret, apply, and explain policies and procedures
- Enter and retrieve data from a computer including specialized permit tracking software with sufficient speed and accuracy to perform assigned work
- Prepare accurate and precise technical reports
- Make accurate mathematic computations
- Maintain accurate records and files of work performed
- Understand and carry out oral and written instructions
- Operate modern office equipment including computer equipment and software programs
- Organize work, set priorities and meet multiple deadlines
- Use English effectively to communicate in person, over the telephone and in writing

- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Establish and maintain effective working relationships with employees and those contacted in the course of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties
- Understand the organization and operation of the City and of outside agencies as necessary to assume the assigned responsibilities
- Understand and explain City policies, procedures, fees, and basic planning and building codes and regulations to the general public, permit applicants, and City staff
- Respond to a wide variety of requests and inquiries from the general public
- Make accurate arithmetic, financial and statistical computations
- Establish, maintain, and research a variety of files and records

Minimum Qualifications

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

Thirty (30) semester units of technical or college-level courses in building design, inspection, construction or a related field

OR

A certificate of training from an accredited college or university in construction management, building inspection, architecture, engineering, or a related field

AND

Two (2) years of full-time technical experience in building trades, construction, engineering, planning, or a related field.

GENERAL QUALIFICATIONS

License Requirements:

- A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Certification as a Plans Examiner by the International Conference of Building Officials or the International Code Council is required at the time of appointment.
- Certification from the State of California as a certified access specialist (CASp) must be obtained within twelve months from the date of appointment.

Physical Requirements

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read

printed materials and a computer screen and make inspections; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 40 pounds.

Working Conditions

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

FLSA: Non-Exempt

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: December 2014