

PLAN CHECK ENGINEER

Salary Range: 44 (Public Service Salary Schedule)

DEFINITION

Under general direction, receives and checks plans and designs for complex structures, new and remodeled commercial, industrial and residential buildings to ensure compliance with governing codes, ordinances, and regulations; assists inspectors, contractors, design professionals and the public regarding construction requirements; provides expert technical and professional assistance to the Chief Building Official; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent reports to the Chief Building Official, and provides technical and functional supervision and/or direction and training to assigned staff.

SUPERVISION RECEIVED AND EXERCISED

This is a single-position professional engineering class that performs all routine and complex structural plan checks. Responsibilities include performing professional field and office engineering work and coordinating work with those of other City departments and public agencies and dealing with the public. This class is distinguished from the civil engineering series in that the latter's focus is on planning, design, construction and maintenance of City capital improvement projects and infrastructure.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

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

- Performs difficult structural analysis and personally reviews plans for the most complex structures for compliance with the City Building Code; checks the more complex plans for construction, alteration, or repair of residential, commercial, and industrial buildings to assure compliance with applicable codes; investigates building violations requiring citations or legal complaints.
- Reviews and evaluates construction documents including plans, drawings, blueprints, specifications, engineering calculations, and energy calculations for compliance with governing building codes, state regulations, and local City ordinances; makes judgments as to whether structural designs or plans conform to applicable codes.
- Confers with architects, engineers, contractors, homeowners and others relative to complicated constructions or building projects; coordinates plan examining activities with City departments and other agencies; confers and corresponds with other professional personnel in connection with building code interpretation and application.
- Resolves disputes with developers, contractors, architects, engineers and the general public.
- Responds to questions and concerns of other community development staff or the public.
- Plans, develops, organizes, supervises and reviews the work of assigned staff

- Provides training to new staff in terms of city policies, procedures, rules and regulations; ensures uniform application of the appropriate codes, rules and regulations.
- Prepares plan review reports or comment sheets noting plan deficiencies.
- Coordinates project approvals with staff, other departments, and outside agencies.
- Oversees coordination for all building permits and plan reviews by other departments, divisions or agencies.
- Responds to public inquiries over the telephone or at the counter concerning questions regarding permit processing, building, or other construction-related questions; calculates permit fees; assists applicants in achieving compliance with various codes and regulations.
- Attends meetings to review and discuss plans, documents, and code requirements; performs field reviews as necessary.
- Assists Building Inspectors in the field where engineering problems are encountered and advises on engineering matters.
- Prepares reports and correspondence pertaining to structural engineering problems and building code enforcement; maintains records of plan checking activities.
- May assist with the training and supervision of office personnel and plan checking activities.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices and methods of structural and building plan review
- Practices for documenting plan checking procedures, correcting discrepancies and carrying through on court procedures
- Civil engineering principles, techniques, policies, and procedures
- Construction methods, materials, tools and equipment used for complex residential, commercial and industrial construction, and principles of structural engineering
- Methods, materials, tools and safety practices of the building, plumbing, and electrical trades
- Applicable State and Federal building, plumbing, electrical, mechanical, life safety, energy and related codes
- Legal processes and considerations involved in prosecuting violations of the building codes and ordinances
- Principles and practices of supervision, including work planning and assignment, review and evaluation, discipline, and the training of staff in work procedures
- Modern office practices, methods and computer equipment
- Computer applications related to the work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and property owners, contractors, developers, business owners and the public

- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone

Ability to:

- Read and interpret building plans, specifications, and codes
- Examine and correct building plans, calculations and specifications in a rapid, uniform and accurate manner
- Analyze, evaluate and solve or recommend effective solutions to building and code problems and issues
- Interpret and consistently apply complex laws, codes, regulations and ordinances
- Provide clarification and guidance regarding the application of codes, regulations, and ordinances
- Evaluate legal violations and take appropriate action
- Make structural calculations necessary to determine the adherence of structural plans to code requirements
- Train staff in work procedures
- Prepare clear and concise reports, correspondence and other written materials
- Establish and maintain a variety of files and records
- Organize own work, set priorities and meet critical time deadlines
- Operate modern office equipment, including computer equipment, perform electronic plan checks, and utilize software programs
- Use English effectively to communicate in person, over the telephone and in writing
- Use tact, initiative and independent judgment within established procedural guidelines
- Establish and maintain effective working relationships with those contacted in the course of work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

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:

- Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, architecture, or a related field **AND**
- Two (2) years of professional level experience as an engineer or architect in performing plan checking of complex commercial or industrial structures and/or the enforcement of building codes for a public agency.

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.
- A valid certificate of registration as a Professional Engineer or Architect issued by the State of California.
- A certificate as a Building Plans Examiner from the International Conference of Building Officials (ICBO) must be obtained within twelve months of appointment.
- Certification from the California Access Specialists program (CASp) must be obtained within twelve months of appointment.

Physical Requirements

Incumbents must possess mobility to work in a standard office and use standard office equipment, including a computer; inspect City development sites, operate a motor vehicle and visit various City and meeting sites; mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform fieldwork; vision to read handwritten and printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification requiring occasional standing in and walking between work areas, although some field work is required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, keyboard or calculator and to operate standard office equipment; positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information, and occasionally lift and carry reports and records that typically weigh less than 20 pounds.

Working Conditions

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

FLSA: NE

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: September 2014