



CLASSIFICATION SPECIFICATION PLAN CHECK ENGINEER

JOB SUMMARY:

Under general supervision of the Building Official, the Plan Check Engineer reviews and processes building permit applications for residential, commercial, and industrial construction; responds to questions from the general public regarding permit applications and issuance; performs field inspections of residential, commercial, and industrial buildings and structures to ensure compliance with federal, state, and local building codes and ordinances; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Plan Check Engineer is responsible for ensuring the conformance of building plans and specifications to applicable codes and ordinances. This class differs from a Building Official due the level of experience required, complexity of work performed, and ability to make decisions within established guidelines.

EXAMPLES OF DUTIES:

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

- Performs plan checks to ensure minimum design criteria; reviews plan check submitted documents for compliance with federal, state, and local building codes and ordinances including disabled access requirements, energy conservation requirements, and California Building Code requirements for size, occupancy, exits, and construction methods and materials; and reviews and approves building plans governing the construction, alteration, repair, and use of buildings and structures.
- Issues permits; performs field inspections when needed; compares building plans to grading submittals for consistency and other related building codes, regulations, and restrictions; and reviews calculations, specifications, and technical reports to ensure compliance with relevant plumbing, mechanical, electrical, energy, historical, and green building codes.
- Files and logs current projects to track status; assists with the preparation of monthly reports, ordinances, policies, and procedures; and transmits plans to other divisions, departments, and outside consultants as appropriate.
- Answers inquiries from the public over the counter and explains building restrictions, requirements, and any necessary corrective measures for building and safety violations; advises and interprets codes to homeowners, business owners, laymen, contractors, architects, and the public; and coordinates inspection activities and the construction progress with other City departments and outside agencies as needed.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Building, electrical, plumbing, and mechanical construction, alteration, and repair methods, materials, and equipment; state and local building, electrical, plumbing, and mechanical codes,

ordinances, regulations, and their administration and enforcement; office administration practices and procedures; and City department policies and procedures.

- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Correctly interpret and explain building policies and procedures; read, understand, and correctly interpret building plans, specifications, and building codes; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Resolve grievances and complaints and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in civil engineering, structural engineering, architecture, or a closely related field.
- Five years of increasingly responsible experience working on civil or structural engineering designs, reviewing structural calculations, and/or working as a building plan checker or inspector.

Licenses and Certifications:

- Possession of a valid certificate of registration as a Professional Civil or Structural Engineer issued by the California State Board of Engineers and Certified Access Specialist certificate are desirable.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and outside. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: June 5, 2017