



## PLAN CHECK AND PERMIT SERVICES MANAGER

AGENCY/DEPARTMENT:  
Development/Building

Approved By HR Director:

*Sandra Matthews*

Date Approved: 5/2/06

Date of Last Revision: N/A

Reports to: Building Official

Supervises: Varies

**JOB SUMMARY:** Under administrative direction, administers, manages, and oversees the activities, operations, and staff of the Building Department's plan check and permit services unit; develops and administers department policies; selects, trains, evaluates, and provides daily direction to support staff; delivers and promotes quality customer service; and performs other related work as necessary.

**DISTINGUISHING CHARACTERISTICS:** This class is characterized by its managerial responsibility for the Building Department's plan check and permit processing functions and personnel.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
2. Directs and assists staff in daily operations, resolving difficult problems with both internal and external customers.
3. Participates in the development of and implements departmental goals, objectives, policies, and priorities.
4. Monitors, evaluates, and improves the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload.
5. Prepares budget recommendations, monitors personnel and internal services expenditures; ensures expenditures remain within budgetary limitations.
6. Coordinates and administers contract plan check services.
7. Makes determinations regarding complex building code, ordinance, plan check, and permit inquiries and problems.
8. Performs field inspections to resolve plan check issues.
9. Prepares, reviews and distributes reports and updates management; monitors status of plans submitted, processing time-frames, review by staff, and completion dates.
10. Administers, interprets, and enforces the provisions of building codes, municipal regulations, and other codes as they related to building matters.
11. Consults with architects, engineers, designers, contractors, and homeowners concerning building regulations and state laws.
12. Recommends and drafts model code and ordinance changes.
13. Participates in the preparation and delivery of reports and presentations to Council and Commissions.
14. Develops programs for outside groups to educate citizens in the purpose and process of building permitting.
15. Coordinates department activities with other City departments.
16. Attends committee meetings, provides plan check and building information and assists with counter and computer permit issuance process and special projects.

17. Delivers and promotes quality customer service.

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| <b>QUALIFICATION GUIDELINES:</b> |
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**ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:**

**EDUCATION:** Bachelor's degree or equivalent from an accredited college or university in civil engineering or related field.

**EXPERIENCE:** Five years in building plan checking, including two years of lead or supervisory experience.

**KNOWLEDGE OF:**

- Advanced, complex and technical engineering, plan check and reviewing methods and principles.
- Methods and techniques used in commercial, industrial and residential permit and plan check practices, procedures, and operations.
- Complex construction and municipal and state building, plumbing, mechanical and electrical codes.
- Building construction methods and materials.
- Applicable federal, state, and local laws, codes, and regulations governing plan check and permit processing.
- Structural engineering math and calculations.
- Local health and safety ordinances.
- Principles and techniques of supervision, training, and evaluation.
- Customer service operations, policies and procedures.
- Office management practices and procedures.

**ABILITY TO:**

- Administer and supervise a variety of building plan check and permit issuance activities.
- Review, interpret, and analyze complex and technical codes, ordinances, engineering data, documents, procedures, blueprints, plans, manuals and specifications.
- Make appropriate determinations and recommendations according to municipal and state regulations, codes and requirements.
- Analyze problems and identify solutions.
- Select, supervise, train, coordinate and evaluate the work of staff.
- Develop and implement departmental policy and procedure.
- Plan, establish, implement, and evaluate department goals and objectives.
- Deliver quality customer service; ensure professional work standards are met.
- Operate a computer using word processing, spreadsheet, and plan check and/or permitting software.
- Provide administrative and professional leadership and direction.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships

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**LICENSES:**

- Valid Class C California drivers license.
- Acceptable driving record at time of appointment and throughout employment.

**CERTIFICATIONS:**

- Certification as Building Plans Examiner issued by the International Code Council (ICC).

**SPECIAL REQUIREMENTS:**

**DESIRABLE:**

- Possession of a valid State of California Civil Engineer Registration.

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**FLSA Exemption Status:** Exempt

**Employee Unit:** Unit 3, Management

**DOT Program Participant:**

**Job Family:** Building

**Class Progression:** Plan Check Engineer  
Supervising Plan Check Engineer  
Plan Check and Permit Services Manager  
Building Official

**Date Class Established:** July 11, 2005