



SENIOR PLAN CHECK ENGINEER

AGENCY/DEPARTMENT:
Development/Building

Approved By HR Director: *Linda Matthews*
Date Approved: *3/22/07*
Date of Last Revision:

Reports to: Plan Check and Permit Services Manager
Supervises: n/a

JOB SUMMARY: Under general direction, reviews and approves complex plans and projects; ensures compliance with City and state ordinances, building codes and technical engineering practices; provides technical assistance to staff and the public; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is distinguished from the Building Plans Examiner by the handling of more complex technical plan check issues requiring professional engineering expertise. It is distinguished from the Plan Check and Permit Services Manager by the latter's managerial responsibility for the Building Department's permit processing and plan check operations.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Examines plans of commercial, industrial, single, and multi-family buildings to determine their compliance with the provisions of the city's building, mechanical, electrical, and plumbing codes and approves the plans accordingly.
2. Analyzes and review more complex structural engineering designs; checks calculations; verifies and ensures compliance with engineering principles and evaluates and examines engineering reports, soil analysis reports and other related test reports to make appropriate determinations.
3. Consults, communicates and interfaces with architects, engineers, contractors and homeowners regarding preliminary and final building plans and designs to assist and advise on interpretation and application pertinent building regulations and state laws.
4. Develops comment list to identify, address and describe omissions, deficiencies and mandated requirements for submitted plans.
5. Provides technical assistance and lead direction to lower level staff.
6. Responds to public inquiries concerning building, mechanical, electrical, and plumbing codes, and plan check issues.
7. Provides advice, technical assistance and recommendations to the public regarding construction methods, techniques and selection of appropriate building materials.
8. Advises building inspectors of unusual design or construction problems.

QUALIFICATION GUIDELINES:

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.

KNOWLEDGE OF:

- Advanced, complex and technical engineering, plan check and reviewing methods and principles.
- Commercial, industrial and residential plan check practices and procedures.
- 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 municipal plan check services.
- Structural engineering math and calculations.
- Local health and safety ordinances.

ABILITY TO:

- Prepare, review and interpret complex and technical codes, ordinances, engineering data, documents, procedures, blueprints, plans, and reports.
- Make appropriate determinations and recommendations according to municipal and state regulations, codes and requirements.
- Provide technical direction and review the work of others.
- Plan, organize and prioritize work to meet deadlines.
- Perform complex and technical arithmetical and engineering computations with speed and accuracy.
- Accurately record and verify transactions; identify errors or discrepancies in plans and documentation.
- Comply with department processes and procedures.
- Handle difficult situations with tact and diplomacy.
- Operate a personal computer using word processing, spreadsheet, and tracking system applications.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships

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.

FLSA Exemption Status: Exempt

Employee Unit: Unit 3, Management

Job Family: Building

Class Progression: Building Plans Examiner
Senior Plan Check Engineer
Plan Check and Permit Services Manager