



# City of Newark

## *Position Announcement*

### **Plan Check Engineer**

Regular Full-Time position

#### **THE POSITION**

In this newly created position, you will get the opportunity to work under the general supervision of the Chief Building Official, which involves plans, coordinates, reviews, supervises, and participates in the review of construction plans and structural calculations. The Plan Check Engineer is a Registered Professional Engineer or Architect, who performs the most difficult and complex structural plan reviews, and has the responsibility for planning, coordinating and supervising the plans checking operations of the Building Inspection Division; performs complex review and examination of building construction, improvement, and repair plans and specifications for compliance with all applicable building codes, laws, rules and regulations; provides support for the issuance of building permits and coordination of plans checking with other City reviewing departments/divisions and consultants; performs on-site building inspections in conjunction with plans examining work and maintains plans examining records and performs related and other work as required.

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

- Plans, coordinates, reviews, supervises, and participates in the review of construction plans and structural calculations for residential, commercial and industrial building construction and alterations.
- Investigate reports of structural problems on other assignments and makes recommendations to the Chief Building Official.
- Reviews plans and administers systems and procedures to ensure that plans, structural calculations, energy calculations and specifications comply with all state, federal, and local building laws, rules, ordinances and regulations.
- Provides coordination of plan checking with other City reviewing department/divisions and consultants.
- Assists the Chief Building Official in developing policies and standard operating procedures for the Building Inspection Division.
- Confers with architects, engineers, builders and homeowners to give and obtain information and interpret building codes and regulations; recommends necessary changes to obtain compliance with applicable codes and regulations.
- Attends and participates in development plan review meetings to provide code related comments and guidance for future, current and past projects.
- When required, make difficult on-site construction inspections to confirm that construction complies with approved plans and specifications.
- Checks the stability of soils and footing systems in accordance with geological and soils reports.

## Plan Check Engineer

- Prepares correspondence to architects, engineers, contractors, property owners and others in conjunction with the correction of plans and engineering details, permit requirements, notices and other matters relating to the acceptance and approval of construction plans and permitting process.
- Administers plan review contracts and coordinates the work of outside plan review consultants.
- Manages, assigns and reviews quality of plan checks being completed by contract engineers and architects and Permit Center staff.
- Advises inspectors on structural and other building related problems arising in the field during construction.
- Investigates and completes recommendations for new and substitute construction materials and design practices; informs Building Inspection Division Staff of these recommendations.
- Prepares and leads training sessions and seminars for Building Inspection Division staff and others when required.
- Prepares reports and statistical data relating to plans examining functions and permit issuance activities.
- Develops new and revises existing informational handouts.
- Oversees the operation and maintenance of the existing permit tacking software (TRAKiT).
- Manages the development of on-line permitting software using the existing TRAKiT software.

## THE IDEAL CANDIDATE WILL POSSESS

### Knowledge of:

- State and local codes, laws, rules, ordinances and regulations that pertain to building design.
- Theories and principles of structural design, engineering, soils engineering, mathematics and construction.
- The standards, practices, terms, procedures, techniques, equipments, tools and materials associated with building design and construction.

### Abilities or Skill to:

- Effectively interpret laws and regulations.
- Effectively apply City and Public Works Department policies, procedures, rules, regulations and practices pertaining to the work and the Building Inspection Division.
- Perform detailed analysis and examination of building and construction designs, specifications and plans.
- Apply engineering and architectural principles and techniques to solve complex construction problems.
- Analyze structural integrity and load factors using engineering design mechanics.
- Analyze and evaluate complex building plans, data and reports to determine compliance.
- Make accurate engineering calculations.
- Effectively evaluate alternate materials and methods of design and construction.

## Plan Check Engineer

- Organize work and set priorities in order to meet work deadlines.
- Prepare clear, concise and accurate reports, correspondence and other written materials.
- Operate a computer and use word processing, spreadsheet, and permit processing software.
- Use written and oral communication skills to communicate and work tactfully and effectively with both professionals and non-professionals while reflecting the highest standards of customer service.
- Read and interpret data, information and documents
- Analyze and solve complex problems.
- Use math and mathematical reasoning.
- Perform highly detailed work under changing, strict deadlines, on multiple concurrent tasks.
- Work well under pressure and with frequent interruptions.
- Interact effectively with staff, management, property owners, builders, engineers, architects developers, and manufactures.
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.

## QUALIFICATIONS

### **Education:**

- A Bachelor's Degree in architecture or civil, structural, or architectural engineering, or a closely related design or engineering field.

### **Experience:**

- Four years of increasingly responsible as a plan checker or plans examiner or
- Four years experience in the private or public sector providing building design or engineering services.

### **Other Requirements:**

- Architectural license issued by the State of California or California registration as Civil or Structural Engineer.
- Certification as a Plans Examiner from a nationally recognized certification entity at time of application or within twelve (12) months of employment.
- Certification as a California Certified Access Specialist (CASp) at time of application or within twelve (12) months of employment.
- Valid California Driver's License.

**Working Conditions:** Work is conducted primarily in an office setting and at field construction sites as required. Some field assignments involve exposure to variable weather.

**Physical Demands:** Work emphasizes speech, hearing, vision, and dexterity; and to perform the duties required on construction sites: stoop, climb, crawl, balance, maneuver, walk and stand for long periods of time.

**TO APPLY**, please submit your application, supplemental questionnaire, and resume online using CalOpps via <https://www.calopps.org/>

Filing date: application and supplemental questionnaire must be received by 5:00 p.m. (PST) on March 15, 2019 to be considered for the first review of applications.

This position will remain open until filled.

***IMPORTANT:*** Applications with “See Resume” as a substitution for the work experience description and/or unclear past employment information will not be considered. Applications received without the supplemental questionnaires will not be considered.

## **SELECTION PROCESS**

Following the filing deadline date, applications will be screened according to the qualifications outlined in this announcement. Not all applications, which may meet the minimum requirements, will proceed to the next phase of the recruitment process. The best qualified applicants will be invited to continue in the selection process, which consists of an oral panel interview. **The tentative interview date is to be determined.** All applicants will be notified by email as to whether or not they are invited to participate further in the selection process.

An Eligible List will be established as result of this selection process and will be valid for a period of six (6) months.

After receiving a conditional offer of employment, the candidate will be required to successfully complete a fingerprinted criminal history check. After clearance of the fingerprinted criminal history check, the candidate will be required to submit to a pre-employment medical examination. Applicants must be successful in all phases of the selection process to be considered for the position.

We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please contact the Human Resources Department prior to the final filing date for accommodation requests.

In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.

All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

## COMPENSATION & BENEFITS

### **SALARY: \$8,168 to \$11,841 per month**

- **Health Insurance:** Effective January 1, 2019, the City contributes up to \$821 per month towards medical, dental, and vision coverage.
- **Retirement:** CalPERS 2.5% @ 55 for Classic members or 2.0% @ 62 for New PEPRAs members. The City does not participate in Social Security. The City participates in Medicare.
- **General Leave:** 184 to 264 hours of general leave accrual each year, depending on length of service.
- **Management Leave:** Up to 40 hours per fiscal year.
- **Holidays:** 13 holidays.
- **Deferred Compensation:** Voluntary participation.
- **Life Insurance and AD&D:** City-paid \$20,000 policy.
- **Long-term and Short-term Disability:** Voluntary participation.
- **Health & Fitness:** Free use of the Silliman Activity & Family Aquatic Center (excluding classes and rentals).

## NEWARK COMMUNITY

The City of Newark is located in Southern Alameda County at the east end of the Dumbarton Bridge, 30 miles south of Oakland and 15 miles north of San Jose. Newark was incorporated as a General Law City in 1955 and has a Council/Manager form of government. Newark's population is approximately 47,531, with an encompassed area of approximately 13 square miles. Newark enjoys Bay Area benefits while maintaining a small town atmosphere.

Please visit our website at [www.newark.org](http://www.newark.org) & take a Video Tour Book of Newark, CA

Plan Check Engineer  
Supplemental Question

1. Please describe your experience working with permit tracking software programs?
2. Please describe your experience conducting field inspections on structures that may be code related or as a design professional?