



## CLASS SPECIFICATION

### PLAN CHECK ENGINEER

**Nature of Work:** Under general supervision of the Chief Building Official, 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.

**Essential Duties:** Examples of duties may include, but are not limited to, the following:

- Plans, coordinates, reviews, supervise, and participate 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.
- 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 tracking software (TRAKiT).
- Manages the development of on-line permitting software using the existing TRAKiT software.

**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.

**Knowledge:** Examples of knowledge an applicant must possess are, but not limited to, the following:

- 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, equipment, tools and materials associated with building design and construction.

**Abilities:** Examples of abilities an applicant must possess are, but not limited to, the following:

- 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.
- To 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.
- 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.

**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:** An applicant must possess the following:

- 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 License.

**Probationary Period:** Twelve (12) months.

**FLSA:** Exempt.