

Title

PLANS EXAMINER

Class Code

S03

Salary

Refer to the City's Salary Schedule

Bargaining Unit

Q -- Professional Unit

Description

THE POSITION

Under general direction, performs routine to moderately difficult plan reviews of building additions and alterations for compliance with building and zoning codes, State laws and other regulations; provides information to permit applicants concerning City building standards and regulations.

DISTINGUISHING CHARACTERISTICS

The Plans Examiner position is a professional level position with responsibility for processing routine to moderately difficult plan reviews related to residential/commercial building additions and alterations, requiring an understanding of fundamental engineering and plan checking principles.

The Plans Examiner is distinguished from the Senior Plans Examiner position by the breadth of technical knowledge required by the latter and the complexity of plan reviews associated with new residential and commercial buildings and more complex additions and alteration plan reviews, requiring advanced knowledge and application of plan checking principles.

Examples of Duties

Depending on assignment, duties may include, but are not limited to, the following:

- Checks a variety of routine to moderately difficult residential and commercial building additions and alteration plans for compliance with the California Codes, Building/Mechanical/Plumbing/Electrical Codes, and other State laws and regulations.
- Provides technical information and assistance to engineers, architects, contractors and general public regarding the permit process, plan reviews, fees and the codes and

regulations enforced by the City. Provides technical and code interpretation assistance to Division staff. Provides training and instructions on the City codes as assigned.

- Performs public counter duties and tasks as required. Accepts plan and permit applications, processes plans, issues permits and provides information and guidance to the public. Researches building plan check status and permit status utilizing computerized record systems. Performs clearances for the Certificate of Occupancy process.
- Prepares special reports, drafts recommended policies and ordinances and procedures as directed. Assists in preparing community promotions and public information related to assigned program; performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Requires a combination of education, training, and experience equivalent to completion of high school, supplemented by additional coursework in construction technology, building and permit processes, engineering or related field and three years of responsible building permit processing or two years of plans review experience.

LICENSE/CERTIFICATES

License: Depending on assignment, possession of a valid California Class C driver's license may be required.

Certificate: Must obtain and maintain a Plans Examiner certificate within six months of appointment.

KNOWLEDGE & ABILITIES

Knowledge of: California codes, including building, plumbing, mechanical and electrical; other State building laws including accessibility and energy regulations; structural engineering principles and current design and construction practices related to wood framing; and effective supervisory practices.

Ability to: review and interpret a variety of construction plans; review routine residential and commercial building addition and alteration plans for compliance with the model codes and State regulations; explain building, zoning and planning regulations and procedures to the contractors and the public; use sound judgment in the interpretation of codes and regulations; communicate effectively with architects, engineers, contractors and the general public; maintain effective working relationships with coworkers, supervisors and the public.

Working Conditions

Environment: works in indoor office conditions; works under pressure, in potentially stressful situations.

Physical Abilities: hearing and speaking sufficient to exchange information in person or on the telephone; vision and hearing in normal range, with or without correction; audio-visual discrimination and perception for making observations; sits, walks and stands for extended periods of time; uses hands to handle, feel or operate standard office equipment including personal computer; mental capability to apply mathematical reasoning to data and documents used in the construction field; observe and interpret people and situations, perform detailed work on multiple concurrent tasks.

Hazards: exposed to computer screens.

Other Information

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.