

## PLANS EXAMINER

### DEFINITION

Under general direction, reviews various building, construction, improvement, repair and related plans, specifications and sketches for compliance with applicable codes, ordinances and regulations; serves as a lead for the Permit Counter and provides training and direction to Permit Technicians; and performs other related work as required.

### DISTINGUISHING FEATURES

Positions allocated to this class exercise a high degree of independent judgment in performing all aspects of plan checking not requiring review by a licensed architect or engineer. Work in the class differs from that of lower classes in that the work involves review of projects that may have structural elements that need to be verified as code compliant, but do not require review by a licensed architect or engineer. Work differs from that of higher classes in that it does not involve review of projects requiring review by a licensed architect or engineer.

### EXAMPLES OF DUTIES

1. Reviews and examines plans and specifications of commercial, industrial, public or other major developments for compliance with building and fire codes and ordinances.
2. Reviews plans, calculations, reports and construction drawings for conformance to current standards and specifications; reviews building construction, improvement and repair plans and specifications for compliance with applicable building, fire, plumbing, heating, ventilation, refrigeration, housing, zoning, health and safety, and other codes and regulations, such as Title 24 Energy Conservation and Handicapped Access Regulations.
3. Provides technical advice to the public on code and design requirements and on difficult or unusual code requirements for major structures; answers inquiries from the public relating to regulations for building and housing construction, remodeling and repair, including structural, non-structural, plumbing, mechanical, electrical, fire, zoning matters and other code related questions.
4. Maintains current knowledge of approved methods, materials, and equipment pertaining to building, plumbing, heating, ventilation, refrigeration and electrical constructions; may attend meetings and conferences of inspection officials.
5. Maintains records, prepares a variety of reports, and makes estimates of a specialized nature in connection with various building projects.
6. Assists in court actions involving building, zoning, housing, plumbing, electrical, fire and related violations.
7. Performs all duties of a Permit Technician III.
- 7-8. May provide lead direction and training to Permit Technicians and assigned staff to ensure effective operations of the Permit Counter.

### EMPLOYMENT STANDARDS

#### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school supplemented by specialized training and education related to building, plumbing, mechanical, electrical and/or zoning codes.

Experience: Five years of progressively responsible experience involving permit processing for a public agency, two years of which includes plan check experience and one year of which includes providing lead direction to permit processing staff.

#### Knowledge

Knowledge of current plan check methods and practices; federal, state and municipal codes and regulations governing

housing and building construction, rehabilitation, alteration and use and occupancy; building materials, construction methods, electrical installation and repair, plumbing and mechanical methods and materials, and fire resistive construction and building materials; safe work practices and procedures; legal procedures involved in the enforcement of codes and ordinances.

### **EMPLOYMENT STANDARDS (continuation)**

#### **Ability**

Ability to effectively perform assigned plan check work for permit issuance; prepare, read and interpret construction plans, notes, specifications and legal property descriptions; prepare specifications and technical reports; interpret, apply and explain established City policies, procedures and codes; interpret, apply and explain complex governmental regulations; establish and maintain accurate records, prepare reports and estimates; draw valid conclusions and project consequences of decisions and recommendations; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public including property owners, contractors, architects and engineers; and supervise, train and evaluate assigned staff.

#### **Other Requirements**

Possession of, or the ability to obtain within one year of appointment, a Building Plans Examiner certificate from the International ~~Conference of Building Officials-Code Council~~

Possession of Permit Technician certificate from the International Code Council

~~Selected positions require~~ possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

R: 7/18/2017  
RY: Human Resources Department