

PLAN CHECK ENGINEER

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DEFINITION

Under general direction of the Chief Building Official coordinates and performs review of various building, construction, improvement, repair plans, specifications and related documents for compliance with applicable codes, ordinances and regulations; performs the most difficult and complex structural plan reviews, including those that require a Registered Professional Engineer; performs other related work as required.

DISTINGUISHING FEATURES

Work in the class is characterized by the performance of structural plan review requiring certification as a Registered Professional Engineer. It is further distinguished from lower classes in that it has administrative responsibility for overall coordination of plans review and timely integration with other permit processes and building services functions.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions

Essential Duties

1. Reviews plans and administers systems and procedures to ensure that construction plans, structural calculations, geotechnical reports, energy calculations and specifications comply with all federal, state, and local building laws, rules, ordinances and regulations, including compliance of health and safety features, proper materials usage, placement on the property, flood, wind and earthquake provisions, sewer, plumbing, mechanical, electrical, and energy requirements.
2. Performs the most difficult and complex plan checks, including those requiring a Registered Professional Engineer.
3. Provides clear and concise direction in plan review comments.
4. Works with design professionals, engineers, contractors, property owners and others regarding permit requirements, various notices, engineering details, correction of plans, and other related matters relevant to acceptance and approval of construction plans and other permitting processes requirements.
5. Assists inspectors, contractors, design professionals and the public by providing information and clarification regarding various codes and their application.
6. Participates in development plan review providing expertise and guidance for future, current and past projects.
7. Approves field changes to construction plans and designs.
8. Conducts research and investigations such as those involved with reports of structural problems or in cases dealing with code and ordinance interpretation and application history.
9. Maintains current knowledge of all applicable codes, ordinances and regulations, and of approved methods, materials, and equipment pertaining to building, plumbing, heating ventilation, refrigeration and electrical constructions; may attend meetings and conferences of inspection officials.
10. Maintains records, prepares a variety of reports, and makes estimates of a specialized nature in connection with various building projects.
11. Participates in court actions involving building, zoning, housing, plumbing, electrical, fire and related violations.
12. Coordinates the work of outside plan review consultants and reviews billing.
13. Provides lead direction and training to assigned staff.

Other Duties

14. Performs related duties as assigned.

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WORKING CONDITIONS

- Office environment.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.
- Frequent interaction with City departments, the general public, and/or citizens which may include responding to various inquiries, providing City or department information, and interacting with upset customers, staff, and the public in interpreting and enforcing departmental policies and procedures.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer keyboard, mouse and to operate standard office equipment.
- Seeing to interpret, read, and maintain various documents, such as files, contracts, and reports, in electronic and non-electronic formats.
- Hearing and speaking to present and exchange information and to communicate in person and by telephone.
- Frequent sitting for extended periods of time.
- Frequent standing to assist customers at the permit counter.
- Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Occasionally lift, carry, push, and pull materials and objects up to 25 pounds.

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 an accredited four year college or university with major course work in civil, structural or architectural engineering or a related field.

Experience: Three years of increasingly responsible professional plan check, plans examiner or senior level inspection experience, at least one of which shall have included structural engineering experience in California Building Standards Code work or equivalent plan check work in public works construction.

Knowledge

Knowledge of structural engineering and design principles including principles of static and dynamics; structural, plumbing, mechanical, electrical, and other building related design and plan review; principles of soil mechanics, strength design, and stress and foundation analysis; modern plan check methods and practices; federal, state and municipal codes and regulations governing housing and building construction, rehabilitation, alteration, and use and occupancy; standards, practices, terms, procedures, techniques, equipment, tools and materials associated with building design and construction; standards, practices, terms, procedures, techniques, equipment, tools and materials associated with building design and construction; legal procedures involved in the enforcement of codes and ordinances; safe work practices and procedures.

Ability

Ability to effectively apply structural engineering requirements to all aspects of City plan check and design review; prepare, read, interpret, and perform detailed analysis and examination of various building and construction plans, designs, and specifications; make accurate engineering calculations; establish and maintain accurate records; prepare technical reports and specifications; operate computer equipment and utilize designated software; 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; coordinate the work of outside plan review consultants; and provide lead direction and training to assigned staff.

Other Requirements

Registration as a Professional Civil, Structural, Mechanical or Electrical Engineer with the State of California.

Possession of or ability to obtain within one year of appointment, International Code Council Plans Examiner Certification.

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. ~~Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.~~