

BUILDING PLAN CHECKER

DEFINITION

Under general supervision, reviews plans and specifications for compliance with codes and ordinances, meets and confers with the applicants at the permit services counter. Reviews building plans and specifications for construction, improvement, repair and change of use; performs related work as assigned. Responds to inquiries from the public; and assists at the public counter in issuing permits and other duties as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification in which incumbents are fully qualified to review and check plans and specifications for compliance with building codes and ordinances, to provide technical advice to the public at the permit counter, and to answer code related questions over the telephone. The incumbent in this position uses considerable independent judgment in performing daily duties.

EXAMPLES OF DUTIES

Explains building codes and ordinance provisions to the general public; Examines plans and specifications of commercial, industrial, public or other major developments to ensure compliance with building codes and ordinances; Advises architects, designers, contractors and developers on code and design requirements; Assists building inspectors on difficult or unusual code requirements for major structures; Prepares and maintains records of plan checking procedures; Assists in the supervision and training of Permit Technician and Office support staff as necessary; Reviews plans for compliance with the Title 24 Energy Conservation and Disabled Access Regulations; Issues Permits and performs all functions necessary on the computer systems used by the Building Division; Answers inquiries from the public relating to the regulations for building and housing construction, remodeling and repair, including structural, nonstructural, plumbing, mechanical, and electrical matters; Handles public complaints; provides information on departmental policies and functions; Maintains property record files, permit files and retrieves information from the files for the public and for division personnel; Meets with the homeowners, architects, engineers, and contractors and their representatives to explain the code requirements; Assists the inspectors in the field as assigned; and, Performs related duties as assigned.

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SPECIAL REQUIREMENTS

- Possession of an appropriate, valid California driver's license.
- Possession of a certification as a Plans Examiner from the International Code Council (or equivalent) is required within one year of appointment to the position.

EMPLOYMENT STANDARDS

Knowledge of:

- Building, electrical, plumbing, mechanical and related codes.
- Laws, ordinances and regulations of City, State and special agencies regarding buildings and structures.
- Practices and procedures of engineering activities.

Knowledge of and skill in:

- Good customer service practices.

Ability to:

- Analyze data, recognize problems and arrive at acceptable recommendations and solutions.
- Communicate effectively orally and in writing in English.
- Compare construction in progress and compliance with engineering specifications.
- Conduct technical inspections of occupancies as required.
- Establish smooth working relationships and resolve interpersonal conflicts.
- Express ideas clearly and concisely, orally and in writing.
- Foster teamwork and service oriented environment.
- Read and interpret building plans, calculations, surveys, specifications and blue prints.
- Read and interpret building plans.
- Read, write and comprehend directions in English.

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EMPLOYMENT STANDARDS - (cont.)

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or attainment of GED or CHSPE certificate.

Work Background: Four years recent experience in building inspection or plan checking. Two years college level course work in civil engineering, architecture or a related field may be substituted for building inspection experience on a year-for-year basis up to a maximum of two years.

NOTE: An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

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