

PLANS EXAMINER I/II

I. Position Identification:

- A) Title: Plans Examiner I/II
- B) Bargaining Unit: Public Employees Union, Local 1
- C) Customary Work Hours: 8:00 a.m. to 5:00 p.m.
- D) Customary Work Days: Monday through Friday
- E) Reports To: Chief Building Official
- F) Directs the Work of: None
- G) Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skill outlined below is qualifying. A typical way of gaining the skills is:

Plans Examiner I

Education: High School diploma or equivalent.

Experience: Two (2) years of recent, full-time experience in one or more of the building trades, construction, or functioning in a position of development permitting or any combination of training and experience that provides the desired knowledge and abilities.

OR

Education: An Associate's Degree in a construction related field.

Experience: No experience is required.

Plans Examiner II

Education: High School diploma or equivalent.

Experience: Four (4) years of recent, full-time experience in one or more of the building trades, construction, or functioning in a position of development permitting or any combination of training and experience that provides the desired

knowledge and abilities; OR two (2) years of recent, full-time experience as outlined above AND two (2) years' experience performing the duties equivalent to those performed by the Plans Examiner I.

OR

Education: An Associate's Degree in a construction related field.

Experience: Two (2) years of recent, full-time experience in one or more of the building trades, construction, or functioning in a position of development permitting or any combination of training and experience that provides the desired knowledge and abilities; OR one (1) year of recent, full-time experience as outlined above AND one (1) year experience performing the duties equivalent to those performed by the Plans Examiner I.

H) Licenses and/or Certificates Required:

Plans Examiner I

Possession of a valid California driver's license. Possession of a Residential Plans Examiner Certification issued by the International Code Council (I.C.C.) is required within 12 months from date of appointment.

Plans Examiner II

Possession of a valid California driver's license. Possession of a Residential Plans Examiner Certification issued by the I.C.C. Additionally, possession of a current I.C.C. or other nationally recognized Building Plans Examiner Certificate (for commercial and industrial occupancy classifications) is required at the time of appointment.

As an alternative, in lieu of a Plans Examiner Certificate (for commercial and industrial occupancy classifications) at the time of appointment, possession of a Combination Building Inspector's Certification may be used to qualify for this position; however, possession of a Plans Examiner Certificate (for commercial and industrial occupancy classifications) shall be required within 12 months from date of appointment.

II. FLSA Status: Non-Exempt

III. Position Summary:

Plans Examiner I: This is the entry level class in the Plans Examiner series. Positions in this class typically have little or no directly related work experience

and work under immediate supervision while learning job tasks. The Plans Examiner I class is distinguished from the II level by the performance of less and then full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Plans Examiner II: This is the full journey level class in the Plans Examiner series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

IV. Essential Functions:

Incumbents may be assigned to varying work schedules, weekend work and be called back to work as needed by the City.

1. Examine construction documents for proposed structures for completeness and conformity with all codes and ordinances including structural, mechanical, electrical and energy calculations, safety and health features, use of material, placements in the property, and setbacks.
2. Correct detected defects or inadequacies; by requiring that corrections be made to meet the requirements of pertinent City codes.
3. Assist building permit applicants in completing applications; assist other departments and the public with researching and finding requested construction documents; research and answer questions at front counter, by phone or other electronic means.
4. Determine plan examination, permit and other fees and valuation on plans submitted.
5. Explain disapprovals or modification recommendations to applicants for permits.
6. Confer with architects, engineers, contractors, owners and the general public on proposed projects to resolve problems.
7. Coordinate with other departments on project requirements.
8. Make field investigations of structural problems, covering failures, instability, proper installation of unusual designs, materials or equipment, and other unsafe conditions; prepare reports and make recommendations on solutions.
9. Develop informational handouts/checklists related to plan check requirements for public distribution.

10. Build and maintain positive working relationships with co-workers, other City employees, and the public, using principles of good customer services.
11. Provide counter and permit processing assistance and answering incoming phone calls as necessary.
12. Perform related duties as assigned.
13. Review residential development plans.

Plans Examiner II additional duties:

14. Review commercial and complex project designs.

V. Job Related and Essential Qualifications:

Note: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

A. Knowledge of:

Plans Examiner I

- Types of building construction materials and methods; building and zoning codes and ordinances enforceable by the City.
- Pertinent federal, state, and local laws, codes, regulations, and ordinances enforceable by the City, including adopted Model Building, Electrical, Plumbing and Mechanical codes.
- Procedures and techniques of plan review.
- Principles of structural design and engineering mathematics.
- Research methods and sources of information related to building code enforcement.

Plans Examiner II additional duties:

- Principles and techniques of building plan examination work.
- Principles of structural design and engineering mathematics.
- Accepted safety standards and methods of building construction for commercial, industrial, and residential buildings.
- Research methods and sources of information related to building code enforcement.

B. Skills in:

- Interpreting and enforcing provisions of applicable codes, ordinances and regulations enforceable by the City.
- Working independently in the absence of supervision, and using integrity, initiative and independent judgment.
- Communicating clearly and concisely, both orally and in writing in the performance of daily activities.
- Promoting a customer service focus in forging cooperative public relations.

C. Ability to:

Plans Examiner I

- Maintain regular and predictable attendance.
- On a continuous basis, know and understand all aspects of the job; analyze technical plans, specifications and reports; prepare technical reports; know, understand, interpret and explain department and program policies, procedures, rules, codes, laws, and operational procedures; analyze, evaluate and solve building and code problems/issues taking appropriate course of action; remember various building/construction rules and codes.
- Intermittently, site while studying or preparing reports; bend, squat, climb, kneel, and twist to reach equipment or materials; perform simple and power grasping pushing, pulling, and fine manipulation; use telephone, and write or use keyboard to communicate through written means and lift and carry weight of 25 pounds or less.
- Learn to interpret and apply pertinent federal, state, and local laws, code and regulations; apply city codes and policies regarding building and zoning.
- Learn to determine if construction systems conform to City code requirements.
- Locate, read and interpret building plans, maps, engineering calculations, soil reports, and project specifications and industrial blue prints.
- Make engineering and mathematical computations rapidly and accurately; understand and carry out oral and written directions.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Plans Examiner II additional duties:

- Apply technical knowledge and follow proper examination techniques.
- Detect deviations from plans, regulations, and standard construction practices.
- Read and interpret complex building plans, specifications, and building codes.
- Advise on requirements for residential, commercial, and industrial buildings.
- Provide technical assistance to other building examination staff in assigned area of specialization.
- Enforce necessary regulations with firmness and tact.
- Determine whether construction systems conform to City code requirements.

VI. Physical Demands/Qualifications:

1. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.
2. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
4. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
5. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

NOTE: Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

VII. Non-Physical Demands/Qualifications:

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.

2. Demonstrate a high level of integrity.
3. Operate effectively under deadlines.
4. Be organized, detail oriented and possess the ability to prioritize a number of projects.
5. Must possess a high level of integrity.
6. Remain calm and work effectively under stressful situations
7. Possess a valid California driver's license.

VIII. Environmental Conditions:

1. Working conditions in the office are clean, well lit and free from extremes of temperature and humidity.
2. Working conditions in the field are subject to variations in temperature and may include wind, rain and other elements.

IX. Other duties and requirements:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.