



MARCH 2016
FLSA: EXEMPT

BUILDING PLANS EXAMINER

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Building Official. Exercises no supervision of staff.

CLASS 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. This class is distinguished from the civil engineering class series in that the latter's focus is on planning, design, construction and maintenance of City capital improvement projects and infrastructure. This class is further distinguished from Chief Building Official in that the latter has management responsibility for all plans examination, building inspections, permitting, code enforcement, and related programs, functions, and activities.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- 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.
- 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, electrical and zoning matters.
- Meets with the homeowners, architects, engineers, and contractors and their representatives to explain the code requirements.
- Receives and resolves 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.
- Assists in the supervision and training of staff as necessary.
- Assists the inspectors in the field as assigned.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of structural and building plan review.
- Practices for documenting plan checking procedures, correcting discrepancies, and carrying through on court procedures.
- Civil engineering principles, techniques, policies, and procedures.
- Construction methods, materials, tools, and equipment used for complex residential, commercial, and industrial construction, and principles of structural engineering.
- Methods, materials, tools, and safety practices of the building, plumbing, and electrical trades.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including building, plumbing, electrical, mechanical, life safety, energy, and related codes.
- Legal processes and considerations involved in prosecuting violations of the building codes and ordinances.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Read and interpret building plans, specifications, and codes.
- Examine and correct building plans, calculations and specifications in a rapid, uniform, and accurate manner.
- Analyze, evaluate, and solve or recommend effective solutions to building and code problems.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Provide clarification and guidance regarding the application of codes, regulations, and ordinances.
- Evaluate legal violations and take appropriate action.
- Make structural calculations necessary to determine the adherence of structural plans to code requirements.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain accurate logs, records, and basic written records of work performed.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil or structural engineering, architecture, or a related field and one (1) year of professional level experience as an engineer or architect in performing plan checking of complex commercial or industrial structures and/or the enforcement of building codes for a public agency.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Certification as a Building Plans Examiner from the International Conference of Building Officials or the International Code Council within one year of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.