



## Plan Check Engineer

### Definition

Under general supervision, examines and checks architectural and structural drawings and specification submitted for building permits to ensure conformance with building code requirements; provides professional level support to the management team; and performs related duties as assigned.

### Class Characteristics

The Plan Check Engineer is expected to perform a full range of plans examination duties to ensure projects and structures are in compliance with laws, ordinances, codes, and regulations before permits are issued as well as during construction when changes are made or modifications are desired; performs a full range of customer service duties including assisting, providing information to, and answering questions from architects, engineers, builders, and owners; and serves as a resource for the City's building inspection staff.

### Typical Job Functions

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

Performs a full range of plan review related duties; reviews engineering reports, drawings, specifications and calculations for buildings to ensure compliance with codes, regulations, and ordinances; interprets codes and regulations in the performance of plan check activities.

Checks plans for accuracy of design and completeness; checks complex plans and calculations to determine loading on roofs, walls, and floors, size and spacing of beams, rafters, and joists, amount and size of reinforcing in concrete members, type of structural connections and adequacy of design to meet earthquake, wind load, and material stress requirements.

Provides a full range of customer service; responds to complex and difficult inquiries and requests for information; responds to public and agency technical and non-technical inquiries by phone, email, fax, and at the counter; explains requirements of various laws, codes, ordinances, and regulations.

Assists and works cooperatively with property owners, contractors, developers, architects, engineers, and their representatives in submitting plans and other documents, applying for permits, and on other matters relating to building permits.

Serves as a resource to inspectors and other department staff; performs field inspections and advises/assists Building Inspectors regarding structural and other problems arising in the field.

Provides technical and professional assistance/advice to the Chief Building Official; participates in policy development.

Assists in the training of departmental staff in application of new codes, policies, and procedures.

Attend and represent the City at local chapter meetings and professional committees as assigned by the Building Official.

Performs related duties as required.

### **Qualifications**

#### **Knowledge of:**

Current laws and ordinances that regulate building construction, inspection, zoning, housing and health and safety.

Acceptable structural design and materials used in construction.

Building construction plans and specifications; architectural and civil engineering principles and practices, including structural engineering and engineering mathematics.

Building inspection methods including electrical, mechanical, plumbing and structural inspections.

Energy and accessibility codes.

Standard practices of construction and materials used in construction.

Civil engineering principles and practices; and seismic principles.

#### **Ability to:**

Review plans, calculations and specification in a rapid, uniform and accurate manner; to establish and maintain effective working relationships with co-workers, professional engineers, architects, contractors, consultants and the public; to communicate clearly and concisely, both orally and in writing; to read and interpret building plans; and perform inspections as needed.

Operate office equipment including computer systems; operate a motor vehicle safely; work efficiently; innovate and institute positive change.

### **Education and Experience**

Sufficient education and experience to satisfactorily perform the essential duties of the classification. A typical qualifying background would be the completion of undergraduate coursework from an accredited college or university in civil engineering, architecture, or a closely related field and four (4) years of progressively responsible professional engineering or architectural experience in building design, construction, or inspections.

### **Licenses and Certifications**

Possession of a valid California driver's license. Possession of, or ability to obtain within one year of appointment, the Plans Examiner certification issued by the International Code Council (I.C.C.). Registration as a Professional Engineer or Architect in the State of California is required.

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