



SENIOR BUILDING PLANS EXAMINER

DEFINITION

Receives and checks plans and designs for complex structures, new and remodeled commercial, industrial and residential buildings to ensure compliance with governing codes, ordinances, and regulations; assists inspectors, contractors, design professionals and the public regarding construction requirements; and provides expert technical and professional assistance to the Chief Building Official.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Chief Building Official or designee. This is an advanced journey level classification. May provide technical and functional direction and training to assigned staff.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL FUNCTIONS

Performs difficult code analysis and personally reviews plans for the most complex structures for compliance with the City Building Code; checks the more complex plans for construction, alteration, or repair of residential, commercial, and industrial buildings to assure compliance with applicable codes; investigates building violations requiring citations or legal complaints. Reviews and evaluates construction documents including plans, drawings, blueprints, specifications, engineering calculations, and energy calculations for compliance with governing building codes, state regulations, and local City ordinances; makes judgments as to whether structural designs or plans conform to applicable codes. Confers with architects, engineers, contractors, homeowners and others relative to complicated constructions or building projects; coordinates plan examining activities with City departments and other agencies; confers and corresponds with other professional personnel in connection with building code interpretation and application. Resolves disputes with developers, contractors, architects, engineers and the general public. Responds to questions and concerns of other community development staff or the public. Prepares plan review reports or comment sheets noting plan deficiencies. Coordinates project approvals with staff, other departments, and outside agencies. Oversees coordination for all building permits and plan reviews by other

departments, divisions, or agencies. Responds to public inquiries over the telephone or at the counter concerning questions regarding permit processing, building, or other construction-related questions; calculates permit fees; assists applicants in achieving compliance with various codes and regulations. Attends meetings to review and discuss plans, documents, and code requirements; performs field reviews as necessary. Assists Building Inspectors in the field where engineering problems are encountered and advises on engineering matters. Prepares reports and correspondence pertaining to structural engineering problems and building code enforcement; maintains records of plan checking activities. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Answer or respond to telephone, written or counter inquiries regarding building division policies, procedures, and operations as necessary; respond to public complaints. Appear before public agencies, business and civic groups, and other organizations in the presentation and discussion of building and safety related problems, proposals, projects, and policies. Serve as staff and provide recommendations to various city and citizen advisory boards and committees as assigned. Act as staff advisor and prepare reports to the Board of Building Appeals. Prepare reports and memos regarding division operations as requested. Compile materials and assist in the preparation of reports, manuals, and publications. Represent the division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary. Build and maintain positive working relationships with co-workers, other city employees, and the public using principles of good customer service. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices, and methods of structural and building plan review. Practices for documenting plan checking procedures, and correcting discrepancies. Basic Civil engineering principles, techniques, policies, and procedures. Basic Principles of structural design, engineering mathematics, and soil engineering. 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 State and Federal 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. Computer 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 and property owners, contractors, developers, business owners and the public. Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone. Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

Reading and interpreting building plans, specifications, and codes. Examining and correcting building plans, calculations and specifications in a rapid, uniform and accurate manner. Analyzing, evaluating and solving or recommending effective solutions to building and code problems and issues. Interpreting and consistently applying complex laws, codes, regulations and ordinances. Providing clarification and guidance regarding the application of codes, regulations, and ordinances. Evaluating legal violations and taking appropriate action. Making structural calculations necessary to determine the adherence of structural plans to code requirements. Preparing clear and concise reports, correspondence and other written materials. Establishing and maintaining a variety of files and records. Organizing own work, setting priorities and meeting critical time deadlines. Operating modern office equipment, including computer equipment and software programs. Using English effectively to communicate in person, over the telephone and in writing. Using tact, initiative, and independent judgment within established procedural guidelines. Establishing and maintaining effective working relationships with those contacted in the course of work.

Minimum Education and Experience

Education:

Associate's degree (or 60 college semester units) preferably in building construction, engineering, and architecture or a related field. Desired: Bachelor's degree with major course work in building inspection technology or building construction, engineering, architecture, or related field.

Experience:

Two years work experience in municipal plan review, building inspection or construction contracting or management. Desired: Three to five years experience in municipal plan review. Knowledge of building related codes and ordinances enforceable by the City, including the International Building, Energy Standards, Mechanical, and Plumbing Codes, the National Electrical Code, and the American Disabilities Act (ADA).

License or Certificate

Required - Possession of a valid California Driver's License.

Certification as a Building Plans Examiner plus two of the following: Building Inspector, Mechanical Inspector, Plumbing Inspector, or Electrical Inspector is required at time of hire; two remaining certifications are preferred within two years of hire. Valid registration as an architect or engineer licensed to practice in the State of California may substitute for the Building Plans Examiner Certification.

Council Action: April 1, 2008