

SENIOR PLAN CHECKER

DEFINITION

Under general supervision, reviews and evaluates residential, commercial, and industrial plans and specifications, including building, plumbing, electrical, and mechanical plans, structural and energy calculations for compliance with established City and state laws and codes; prepares comprehensive plan review reports; conducts inspections; supervises assigned staff; and performs related duties, as required.

DISTINGUISHING CHARACTERISTICS

This is a supervisory position distinguished from the plans examiner and technician positions by the duties performed. Reports to the Building Official or his/her designee. Incumbents of this class work independently and work is generally reviewed upon completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Review and understand complex building plans and code requirements; checks plans and specifications for the construction, alteration, and repair of residential, commercial, and industrial buildings and structures, including earthquake and wind load stress determinations, energy conservation, occupancy factors and types of construction; ensures plans meet the requirements of related building codes, design guidelines, and fire standards; assists in the preparation/implementation of new regulations and makes recommendations regarding revisions to the existing regulations; consults with engineers, architects, contractors, or the public to discuss problems with initial plans and required changes; responds to verbal or written inquiries; provides technical assistance to engineers, architects, contractors, other City personnel, and the public; interprets and explains requirements and restrictions relative to building codes, ordinances, regulations, policies and procedures; and develops alternative methods to comply with those requirements and restrictions; assists at the public counter in the calculation of fees, issues permits, and provides general and technical information; assists in the coordination of plan review relating to the development review process and clearance with other divisions and departments; establishes and maintains files and records of plan specifications, calculations, and other pertinent information related to the plan review process; issues permits and communicates with the public; prepares and presents verbal and written discipline reports, as necessary; promotes teambuilding; adheres to safety standards as described in the *Illness and Injury Prevention Plan*; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

EMPLOYMENT STANDARDS

Training & Experience – Graduation from high school, or GED equivalent; four years of experience as a Plan Checker is required. Two years of experience in a supervisory capacity is required. Sixty college units may substitute for two years of supervisory experience.

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Knowledge & Abilities – **Knowledge of:** Related laws, ordinances, rules, regulations, policies and procedures, including accessibility requirements and California Energy Commission Standards of Title 24; principles and practices of structural and civil engineering; construction methods and materials; California Building Code, California Fire Code, California Plumbing Code, California Mechanical Code, and California Electrical Code and related codes; and principles and practices of supervision.

Ability to: Read and interpret complex building, plumbing, electrical and mechanical plans; write reports and keep accurate records; analyze data and information; conduct field inspections/investigations; perform energy calculations; enforce codes with firmness, tact, and impartiality; read and interpret plans, blueprints, and specifications; respond to emergency and problem situations in an effective manner; understand, explain, and apply policies and procedures; interpret and apply rules, regulations, legislation, and policies; operate a computer terminal and computer software; supervise and direct the work of assigned staff; work independently; make rapid and accurate mathematical computations; prepare and complete employee performance evaluations; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

Licenses & Certificates – Must possess a valid California Class "C" driver's license. International Code Council (ICC) certifications as a Plans Examiner and Fire Plans Examiner are required.

WORKING CONDITIONS

Work is performed in an indoor and outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an indoor and outdoor environment. Incumbent must have the mobility to visit job sites regularly. Visits to job sites may include regular exposure to dust, extreme temperatures, noise, and inclement weather in a construction zone environment. Incumbent must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and /or varying shifts. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED:


PERSONNEL OFFICER

DATE REVISED: January 15, 2013

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.
Shared/jobdescriptions (final)/development/Senior Plan Checker/1/15/13/chw