



JOB DESCRIPTION

Plan Checker

Date Prepared: November, 2021

SUMMARY: Under general supervision, reviews, and evaluates residential and commercial plans submitted for building permits for compliance with applicable codes and ordinances; processes permit applications; and performs related work, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Review residential and simple commercial plans for conformity to codes and ordinances, including checking for basic planning and fire components.
- Receive and check applications and plans submitted for building permits.
- Calculate building and plan examining fees.
- List corrections to be made on plans examined.
- Refer more complicated plans to higher level positions.
- Advise builders and property owners on methods of correcting mistakes and on code requirements.
- May check field work against plans submitted.
- Keep logs and records of plans examined.
- Operate a variety of office equipment, including computer related software, scanners, photocopiers, fax machines, and printers.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Graduation from high school OR GED equivalent AND one year of plan check experience in a public agency OR equivalent plan check experience in a private industry OR four years of construction experience in the framing, electrical, plumbing, or mechanical trades.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- Must possess ICC certificate as Plans Examiner and ICC Fire Plans Examiner or the ability to obtain within six months of hire.

Knowledge of:

- Proper building construction methods, materials and inspection methods.
- California Building Code, California Mechanical Code, California Plumbing Code, California Electrical Code.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.

- Interpreting and applying City, state, and federal codes, laws and regulations.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Practicing appropriate safety precautions and procedures.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, architects, engineers, developers, contractors, external public and private agencies and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment, in close proximity to other workers. Work is performed in person; telecommuting is not permitted. Incumbent may be exposed to constant interruptions. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes and/or utilizing a hand dolly to lift and transport materials and supplies weighing up to 50 pounds. 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.

Department Head

Date

Personnel Officer

Date