



PLANS EXAMINER

DEFINITION

Under general supervision, reviews and approves construction plans for residential, commercial and industrial projects for compliance with State laws, building codes and local ordinances including plumbing, electrical, mechanical, structural and energy; prepares comprehensive plan review reports; conducts inspections as needed.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Consult with and advise engineers, architects, contractors and the public regarding construction methods, design factors and applicable regulations; provide technical assistance to resolve discrepancies in plans and determine required changes.

Check plans and specifications for the construction, alteration and/or repair of residential, commercial and industrial buildings and structures; determine earthquake and wind load stress, energy conservation, occupancy factors and types of construction.

Ensure that plans meet the legal requirements of building and other codes; make plan corrections as necessary.

Establish and maintain submitted plans files and records of the specifications, calculations and related information.

Inspect job sites and conduct field inspections to ensure work is in compliance with approved plans and specifications.

Respond to verbal and written inquiries; explain and interpret codes, ordinances, regulations, policies and procedures.

Assist the public with fee calculations; issue permits.

Coordinate with other city departments and outside agencies involved in development review.

Assist in the preparation of code and regulation revisions.

Compile information and data for monthly reports.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

City and State codes, policies, rules and regulations pertaining to building, plumbing, electrical, mechanical, structural and energy installations.

Principles of construction, inspection and plans examination.

Standard office procedures, methods and computer and radio equipment.

Mathematical calculations related to constructions.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Compile and maintain case files and logs.

Read, interpret and enforce State and City codes and ordinances and read and interpret manuals, drawings, specifications, layouts, blueprints and schematics.

Use photographic equipment.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

AA/AS in engineering, architecture, construction technology or related field and three (3) years plan review and/or structural design experience.

LICENSE OR CERTIFICATE

Valid Class C California driver's license and good driving record.

ICC Certification as a Plans Examiner.

EIT desirable.

ESSENTIAL JOB FUNCTIONS/A.D.A.



Ability to operate computer, calculator, telephone, portable radio and copying machine.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand and walk for two hours at a time.

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet.

Ability to lift up to 25 pounds.

Ability to climb a ladder, stoop, bend, reach, twist, squat, grasp, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business.

