



MARCH 2021
FLSA: NON-EXEMPT

PLANS EXAMINER

DEFINITION

Under general supervision, receives and reviews permit applications and building plans and specifications for compliance with applicable building codes, ordinances, and regulations; provides customer service, advice, and information to members of the public; coordinates facilities maintenance projects, including cost estimates, scheduling, and oversight of contractors; provides assistance to the Building Official, Planning & Building Director and Public Works Director; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building Official. Exercises no direct supervision.

CLASS CHARACTERISTICS

This is a single-position classification responsible for reviewing plans and specifications for residential building permit applications, as well as scheduling and overseeing facilities maintenance and repair projects. The work requires application and interpretation of policies, procedures, and regulations, and involves frequent contact with the public. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Employees research, select, and apply the most appropriate methods to accomplish assigned tasks and handle problems and deviations in work assignments in accordance with established policies and procedures. Completed work is usually evaluated for soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail. This class is distinguished from Building Official in that the latter has significant accountability and decision-making responsibility for all plans examination, the issuance of building permits, building inspections, permitting, code enforcement, and related programs, functions, and activities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights 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.

- Reviews residential building permit applications for completeness and compliance with current federal, state, and local codes, ordinances, and regulations; reviews specifications and building plans; consults with originator to clarify or make corrections as needed.
- Coordinates plan review process with staff from other units, divisions, or departments; monitors assembly of items required to fulfill conditions of approval placed on projects by the Planning Commission; ensures all required documents are collected and reviewed and approved by the required divisions or departments.
- Assists the public at the front counter, by telephone, by email, or video conference, answering questions and providing information regarding building permit applications.

- Performs periodic routine site inspections of construction projects and private sewer lateral installations as assigned; enforces codes by issuing instructions, recommendations, citations, and stop work orders; enters field inspection reports into an automated record system.
- Participates in the design, engineering, construction, and field inspection processes for City facilities maintenance and repair projects to ensure contractors' and developers' compliance with City standards and regulatory requirements.
- Obtains bids from contractors for facilities repair and improvement projects; selects, schedules, supervises, and reviews the work of contractors performing facilities maintenance and repair projects.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating facilities maintenance and repair projects; provides information regarding City requirements.
- Prepares drawings and specifications for building improvements, repairs, and maintenance projects.
- Identifies problems with facilities that require attention; responds to emergency facilities maintenance requests.
- Prepares and maintains various forms, reports, records, and public information handouts. Coordinates the dissemination of information via the city's website, social media platforms and building department counter with other members of the department and city staff.
- Assists in the review of procedures, processes and software used for the receipt and review of plans and application materials for the purpose of improvement.
- Is available for disaster relief duty as needed.
- Attends and participates in professional group meetings to stay abreast of new trends, innovations, and procedures in plan checking and plan review; researches emerging products and enhancements and their applicability to meet City needs.
- Monitors changes in regulations and technology that may affect City operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic methods and materials used in the construction of residential buildings and related structures.
- Principles and practices of plan checking and plan review processes.
- Building, plumbing, electrical, mechanical, life safety, energy, housing, zoning, and related codes.
- Research methods and sources of information related to building code enforcement.
- Principles and practices of operations, services, and activities of a facilities maintenance program.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Read and interpret building plans, specifications, and codes.
- Prepare, understand, and interpret construction plans, technical drawings, specifications, and other contract documents.
- Assist in and develop and administer contracts for professional services and construction in a public agency setting.

- Manage facilities maintenance and repair projects.
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, recordkeeping, and project management systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to a bachelor's degree from an accredited college or university with major coursework in building trades, construction management, community development, engineering, architecture, or a related field and three (3) years of experience in plan checking and/or the enforcement of building codes with a public agency.

Licenses and Certifications:

- Must possess a valid California Class C Driver's License and a satisfactory driving record.
- California State Architectural License is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to conduct field inspections at construction sites, which can involve traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle, and to visit various City Facilities and off site meeting locations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification with some time spent in the field on building inspections, code enforcement and facilities maintenance activities. Standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions. Employees also work in the field periodically and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include evenings and/or weekends, as needed.