

ASSISTANT PLAN CHECK ENGINEER IDEFINITION

Under general supervision, performs responsible technical work in examining construction drawings for the construction, alteration or repair of single-family residential, apartment, conventional commercial or industrial buildings, and associated structures to ensure compliance with building safety standards prior to issuance of a building permit.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

At the public counter, advises and assists architects, contractors, builders and owners and the general public with regard to interpretation and application of pertinent building regulations and State laws; examines the plans for proposed structures such as conventional commercial or industrial buildings, residential buildings, and auxiliary structures, such as signs, walls or fences to determine compliance with pertinent building regulations and State laws; recommends approval or disapproval of such plans; evaluates test reports; may occasionally perform structural inspections in the field on special projects. Serves as an active member of the City's post-disaster assessment team. Assists in certain specified administrative functions such as the development of statistics and the preparation of reports related to the departmental work program; reviews and makes recommendations regarding departmental forms and procedures, and performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is an entry level position in the plan check engineering series. Incumbents perform responsible technical work requiring the exercise of good judgment in the examination of plans for building construction, alterations or repair. Initially, assignments are performed under supervision, but increasing independence is expected as expertise is developed. This class is distinguished from the journey-level class of Assistant Plan Check Engineer II by the level of responsibility and the complexity of projects assigned.

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation from an accredited college with an Associate's Degree in Civil Engineering, Architecture, Construction or a related field and one year of responsible technical experience in plan check or building construction preferably in a public agency. A possession of an Engineer-In-Training certificate may be used in combination with experience to meet the minimum qualifications. Any equivalent combination of experience and training which provides the following knowledge and abilities may also meet the minimum qualifications:

Knowledge of: basic principles and practices of plan check review; methods and materials of building construction; some knowledge of State and local laws, codes and regulations. Design and analysis of basic buildings and other structures constructed or rehabilitated to resist forces induced by vertical and horizontal loads of a static and dynamic nature; scientific and mathematical principles; modern office practices, procedures and equipment.

Skill in: the use of personal computers, software specific to planning, and current office software

applications such as Microsoft Word and Excel.

Ability to: learn and apply the State of California's Building Standards and local codes; read and interpret structural plans for compliance with state and local building and safety codes and ordinances; learn and establish occupancy classifications, building exiting and fire resistance requirements; respond to requests from the general public; communicate clearly, both orally and in writing; establish and maintain effective working relationships with fellow employees, planning staff, contractors, developers, architects, property owners and the public.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is technically competent and is a quick learner who enjoys keeping up-to-date with new and state-of-the-art building design and construction practices and building standards. An effective communicator, this individual works well with others under stressful conditions with minimal supervision and has a strong sense of quality customer service.

Class title established per Council Resolution No. 91-035,
effective 5-16-91

Class specification prepared and approved: 01/06

ADA Approved: 01/06