

ASSOCIATE PLAN CHECK ENGINEERDEFINITION

Under direction, examines construction drawings and performs complex design engineering calculations on proposed construction, alteration or repair of 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

Reviews architectural and structural construction drawings and supporting documents for complex commercial or industrial projects to determine compliance with relevant codes, laws and regulations; determines the acceptability of engineering design methods, geotechnical reports, shop drawings, alternate materials and methods of construction; represents the City at meetings and assists architects, engineers and developers with proposed developments; attends meetings, coordinates with and advises other City agencies of development standards and requirements for construction; performs field inspections on special projects; prepares reports and correspondence on projects as assigned; performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is the advanced journey level in the professional plan check engineer series. Incumbents perform responsible technical work, which requires exercising good judgment in the examination of plans for building construction, alterations or repair, to determine compliance with pertinent legal requirements, and to approve or disapprove the plans. This class is distinguished from the journey level class of Assistant Plan Check Engineer II by the greater scope and complexity of projects assigned to the Associate. The Associate class is distinguished from the next higher class of Senior Plan Check Engineer in that the Senior exercises supervision over professional and sub-professional engineering employees.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years experience performing professional level engineering work including analyzing, interpreting and checking a variety of complex technical plans for handicap life and safety issues, specifications, mathematical computations or studies of a specialized nature for compliance with state and local building and safety codes and ordinances. Graduation from an accredited college or university with a degree in Civil Engineering or Architecture or possession of a certificate of Engineer-In-Training may be used in combination with experience to meet the minimum qualifications; or any equivalent combination of experience and training which provides the following knowledge and abilities:

Knowledge of: The State of California's Building Standards and the City's adopted codes involving fire and life safety, structural engineering design, and construction principles; design and analysis of complex building 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, experimental research data and practical construction methods and processes.

Ability to: Enforce the State of California's Building Standards; establish occupancy classifications, building exiting and fire resistance requirements; check construction plans for compliance with state and local building and safety codes and ordinances; and maintain effective work relationships.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer combines a strong sense of quality customer service and ability to see the overall picture. This strong performer is a good communicator, professionally competent, decisive and accessible. He or she is a continuous learner who enjoys keeping up-to-date with new and state-of-the-art building design and construction practices and building standards. In addition, this problem solver works well with the public, co-workers and other department personnel under stressful conditions and minimal supervision.

Class title change from Senior Assistant Plan Check Engineer per
Council Resolution No. 2002-092, effective 11-18-02

Revised: 01/06
ADA Approved: 01/06