

CITY OF SANTA ANA

JOB TITLE

Principal Plan Check Engineer (MM)

JOB CODE

02380

DEPARTMENT

Planning and Building Agency

TITLE OF IMMEDIATE SUPERVISOR

Assistant Director of Planning
and Building (MM)

JOB SUMMARY

Provides technical, administrative and supervisory oversight of plan check operations by coordinating and directing assignment of both “in house” and outside consulting firm plan check functions.

DESCRIPTION

Represents the Building Division at various functions such as management staff meetings, meetings with other Agencies, site plan review activities, computer committees and other technical functions.

Establishes employee performance standards and supervises, trains and evaluates the plan check staff. Interviews personnel and makes hiring recommendations.

Coordinates with permit counter supervisor to establish operational policies and procedures and resolving difficulties with clients.

Provides code interpretation and reviews proposed plans and concepts with architects and engineers, and suggests revisions for code compliance. Coordinates code interpretation efforts with other local jurisdictions. Reviews all Code exception requests and prepares staff recommendation for Building Official.

Prepares memos for department manager action, letters to clients, and responses to architects. Prepares staff reports and required materials for adoption of state mandated codes.

Acts as the Building Division’s lead staff person in the City’s development review process. Coordinates reviews of City-owned and sponsored projects with other involved departments.

Coordinates and resolves difficulties and problems with construction inspection staff and with plumbing/mechanical plan check staff.

Acts as a primary manager role in the agency’s Emergency/Disaster Response Operations.

Prepares Building Division’s agenda items to the Board of Appeals and City Council.

Prepares and monitors plan check section budget.

Performs other functions as assigned.

MINIMUM OR DESIRED QUALIFICATIONS

Five years of increasingly responsible experience in field inspection, materials testing, engineering design work, and enforcement of codes and City ordinances, including at least two years of supervisory experience in a public agency.

A Bachelor's degree in Civil Engineering or a directly related field from an accredited college or university may be used in combination with experience to meet the minimum qualifications, or any other combination of education and experience which provides the following knowledge and abilities.

Thorough knowledge of: building codes and exposure to mechanical, plumbing and electrical codes; principles and practices of supervision.

Ability to: suggest alternate forms of compliance with codes and City ordinances, and explain required approvals to the public; prepare and present effective oral and written reports; maintain effective working relationships with government agencies, civic organizations, architects, contractors, engineers, city employees and the general public.

Special Minimum Requirement: Registration as a civil engineer in the State of California and registration as an ICC/ICBO certified plans examiner.

DESIRABLE CHARACTERISTICS

The successful performer is a leader with a clear vision of organizational goals and the skill to balance resources toward attaining those goals. This effective motivator serves as a role model for management, professional and technical staff in the division. The successful incumbent displays outstanding judgment and is current on legal and technical developments pertaining to building plans. The successful performer is an excellent communicator and deals effectively with individuals and groups regardless of their level of technical expertise.

ORGANIZATIONAL RELATIONSHIPS

Executive Director, Planning and Building Safety (EM)

Assistant Director of Planning and Building (MM)

Principal Plan Check Engineer (MM)

Permit Supervisor

Senior Plan Check Engineer

Associate Plan Check Engineer

Assistant Plan Check Engineer

Permit Technician

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

Revised: 01/04

ADA Approved: 01/04