

SENIOR PLAN CHECK ENGINEER

DEFINITION

Under direction, supervises and checks building construction plans and provides assistance to the Deputy Building Official/Plan Check in the performance of administrative functions.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assigns and schedules work; evaluates and supervises professional staff assigned to plan check functions. Provides advice and information to engineers, architects, contractors, developers, owners and the general public regarding federal, state, and municipal building code laws and regulations. Provides expert technical advice to plan check engineers and other staff members regarding complex structural engineering problems. Reviews and approves building permit applications and final construction documents. Assists division manager in preparation of division budget and reports. Studies and evaluates existing programs and processes and recommends efficient and effective ways to improve operations. Conducts research and investigations to stay abreast of the new architectural and structural design innovations and their impact on the soundness of the structures. Checks structural calculations and test reports. Performs structural inspection on special and complex structures. Serves the public and City staff at the counter and on the telephone and represent the division at meetings. Serves as an active member of the City's post-disaster assessment team. Assists the Deputy Building Official/Plan Check in administrative functions and supervises the division in his or her absence. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is responsible professional engineering and supervisory work. The incumbent in this position will check complex and large-scale development plans. The Senior Plan Check Engineer is distinguished from the Associate Plan Check Engineer by virtue of the greater scope, level of responsibility, complexity and difficulty of projects assigned. Additionally, this class has supervisory responsibility over subordinate level engineers and paraprofessionals.

RECOMMENDED MINIMUM QUALIFICATIONS

Six years experience involving checking of plans, three of which must be in a lead capacity. Graduation from an accredited college or university with a degree in civil engineering or architecture, or any other equivalent combination of education and experience which provides the following knowledge, skills and abilities.

Knowledge of: building construction methods, practices, techniques, and materials. Working knowledge of the principles of structural engineering, the State of California's building standards Codes (California Building, California Residential, California Green Building Standards, Plumbing, and Mechanical Codes) and Title 24 (Disabled Access provisions) or the model Building Standards Codes; principles and practices of effective supervision.

Ability to: analyze and interpret complex construction plans and computations; supervise subordinate professional and paraprofessional staff; present ideas effectively both orally and in writing; assist in budget preparation; and establish and maintain effective working relationships with architects, contractors, engineers, owners, and other City employees.

Special Requirement: ICC Certification as a plans examiner is required prior to employment, and must be kept current as a condition of continued employment.

NOTE: California registration as a Professional Civil or Structural Engineer and Certification as Access Specialist, CASp, are highly desirable.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer combines a strong sense of quality customer service with good supervisory and organizational abilities. 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. This effective leader possesses high professional standards, sound judgment, and excellent interpersonal and communication skills in working with the public and professional staff under stressful conditions.

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

Revised: 11/10
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