



PLANS EXAMINER/ENGINEER

Salary Range: G/183

DEFINITION

To competently review complex plans and specifications for compliance with State and Municipal Building Codes, Town Ordinances and standard building and engineering practices; to review applications, and meet and confer with applicants; to review complex engineering computations and applications; to assist the other Divisions within the Community Development Department; to participate in code development and interpretation; to participate in the functions associated with the permit counter operations; to conduct field inspections when required; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building Official.

Exercises functional and technical supervision over Plan Review Operations within the Building Division. Coordinates with independent plan review service providers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Examine complex plans and specifications of residential and commercial structures to ensure compliance with codes and ordinances.
- Advise architects, designers, contractors, and owners on code and design requirements.
- Ensure accurate and expeditious processing of plans for issuance of a building permit.
- Prepare and maintain records and reports of plan review operations.
- Assist and advise the general public in matters relating to construction and code requirements.
- Assist in the planning and organization of the plan review activities of the Building Division.
- Assist in the development and implementation of Division goals, objectives, policies, and priorities.
- Assist in the development of performance standards and monitor these standards to ensure acceptable performance levels.

- Assist in the development and maintenance of applicable codes, regulations, and ordinances.
- Establish and maintain programs for compliance with State mandated training requirements.
- Provide comments on use permit and design review applications with regard to building code compliance.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Ability to interpret plans and specifications and to communicate requirements to architects, engineers, contractors and property owners.
- Permit issuance requirements and procedures.
- Principles and requirements of the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, National Electrical Code, disabled access requirements, and all applicable Town, State, and Federal regulations.
- Approved building construction methods and materials.
- Elements of complex vertical and lateral design, engineering mathematics and principles, and soils engineering.
- Occupational hazards and standard safety precautions.
- Computer programs and operations.

Ability to:

- Enforce a variety of building, zoning, general land use, and related Town codes.
- Analyze and interpret complex building plans, specifications, calculations, and building codes.
- Organize and coordinate the plan review activities within the Community Development Department.
- Communicate clearly and concisely, both orally and in writing.
- Work in a team environment.
- Review and evaluate performance standards.
- Determine that construction systems conform to State, Federal, and Municipal requirements.

- Interpret, develop, and apply administrative and departmental policies, laws, and regulations.
- Understand and carry out oral and written directions.
- Advise on standard construction methods and requirements.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Enforce necessary regulations with firmness and tact.
- Work independently without supervision.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree in civil engineering from an accredited college.

Experience:

Five years of experience in the field of civil engineering.

Licenses:

- Must have (or receive within state required time frame) a valid State of California Class C Driver's License with an acceptable driving record and pass an appropriate background check prior to the hire date.
- Registration as a civil engineer in the State of California.

TOOLS AND EQUIPMENT USED

Personal computer; standard drafting tools; measuring tools; calculator; copy machine; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, use hand to finger, handle, feel or operate objects, tools or controls, reach with hand and arms, speak clearly and hear. The employee is periodically required to climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works outside in weather conditions which may include extreme cold, wind, and other wintery conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. Position is required to drive in various conditions to check status of projects and inspections.

The noise level in the work environment is usually quiet to moderate.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.