

City of Saratoga

Plan Check Examiner/Plan Check Engineer

Exempt

DEFINITION

Under general supervision or direction of the Community Development Director or designee, performs comprehensive architectural and engineering review of building construction plans, specifications, and structural calculations to ensure structural integrity and verify compliance with applicable state and local laws, codes, ordinances, and other applicable regulations, including project-specific conditions of approval.

DISTINGUISHING CHARACTERISTICS

The class has two levels. Plan Check Examiner is the journey level classification in which incumbents are fully qualified to review and check plans and specifications for compliance with building codes and ordinances, to provide technical advice to the public at the counter, and to answer code related questions over the telephone or via email.

Plan Check Engineer is distinguished from the Plan Check Examiner in that it requires a minimum of three years of experience in a position similar to Plan Check Examiner and requires registration as a California Professional Engineer.

ESSENTIAL DUTIES

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job description.

- Performs comprehensive architectural and engineering review of building construction plans, specifications, and structural calculations to ensure structural integrity and verify compliance with applicable state and local laws, codes, ordinances, and other applicable regulations, including project-specific conditions of approval.
- Assists with floodplain administrator functions to assure proposed development is reasonably safe from flooding and complies with applicable federal, state and local laws, codes and ordinances.
- Performs comprehensive engineering review of site improvement plans, grading and drainage plans, erosion control plans, retaining walls, and storm water treatment devices to ensure proper site drainage, stability and compliance with applicable state and local laws, codes and regulations, including National Pollutant Discharge Elimination System (NPDES) Permit and Low Impact Development.
- Advises engineers, architects, builders, homeowners, and the general public on code and design requirements.
- Advises Building Inspectors on difficult or unusual code requirements and other related problems that may arise, including field inspections.
- Prepares plan check reports and correspondence including formal plan check comment letters and ensures that requisite corrections are met.

- Meets and confers as needed to clarify plan check comments.
- Approves plans that comply.
- Represents the Department at meetings as directed.
- Assists customers at the public counter with basic permit application, resubmittal, issuance and plan check functions.
- Responds to Building Code related inquiries from the public.
- Uses permit software and databases, and maintains required project records.
- Interacts with staff involved in the plan review process.
- Communicates effectively, both orally and in writing.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Performs other related work as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil and structural engineering design.
- Building techniques and materials.
- Accepted construction methods.
- Model codes and ordinances enforced by the City, specifically the California Building Code, including: Mechanical, Plumbing, Fire and Housing Codes; Electrical and other codes; City Ordinances and other applicable Building Codes.
- NPDES Permit and related regulations.
- Flood Insurance Rate Maps and floodplain administration.
- Use and applications of modern data information systems and technologies.

Ability to:

- Apply knowledge and follow proper techniques when examining plans, specifications and structural calculations to detect deviations from regulations and standard practice.
- Read and interpret building construction plans, specifications, and model codes.
- Enforce necessary regulations with firmness, fairness and tact.
- Prepare oral and written reports and formal comment letters.
- Maintain accurate records including the use of permit tracking software and database systems.
- Maintain cooperative working relationships with builders, design professionals, the general public, and other employees.
- Work with the public and provide good customer service.
- Assist customers at the public counter with basic permit application, resubmittal, issuance, and plan check functions.
- Responds to Building Code related inquiries from the public.

EDUCATION:

Equivalent to a Bachelor's degree in civil engineering or closely related field.

EXPERIENCE:

Plan Check Examiner – One - two years of professional engineering experience performing plan checks or structural/architectural design work.

Plan Check Engineer – Three or more years of professional engineering experience performing plan checks or structural/architectural design work.

License and Certification:

Possession of an I.C.B.O. (International Conference of Building Officials) or I.C.C. (International Code Conference) Plans Examiner Certification is required within one (1) year from the date of hire.

In addition to the above, the Plan Check Engineer requires a California Registered Professional Engineer license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS**Physical Requirements and Working Conditions:**

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Requirements:

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.