

**COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING, LIFE & ENVIRONMENTAL SAFETY DIVISION  
PLAN CHECK SUPERVISOR**

**GENERAL DUTIES:** Under direct supervision of the Building Field Services Manager, reviews (and coordinates the review of) plans submitted for building permits to ensure code compliance; supervises plan review staff and oversees and coordinates the overall customer service and one-stop permit processing counter; responds to inquiries from the public and represents the division in responding to building codes, permits, procedures and related matters.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption on one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Supervise plan review staff; ensure that plans are processed in a timely manner using good customer service techniques; prepare and conduct performance evaluations of assigned staff; make hiring recommendations; take correction action and/or disciplinary action when necessary; and ensure that staff are properly trained to provide services to the development/building community.
2. Interpret and enforce City, State, and Uniform Codes on building, plumbing, mechanical, electrical, physically challenged, energy standards, contractor license and labor laws. Answer questions at the counter and on the telephone regarding code compliance in a courteous and professional manner. Establish and maintain up-to-date files on codes and amendments.

3. Review the more difficult and complex plans for compliance to structural, fire and life safety, physically challenged and energy issues per the City, State, and Uniform Codes. Apply basic engineering skills to calculations and plans for plan review.
4. Along with a Senior Civil Engineer, establish, maintain, and supervise the One Stop Permit Processing Counter for the Building, Life and Environmental Safety Division; coordinate the efforts of staff from all sections of the division to ensure that permits are processed in a timely manner while providing excellent customer service.
5. Confer with architects, engineers, contractors, homeowners and others relative to complicated construction or building projects.
6. Compose and prepare letters, plan check comments, forms and reports. Design and prepare informational handouts and forms for distribution to customers.
7. Receive and resolve complaints regarding plan checking and permit issuing matters.
8. Perform or oversee field inspection of buildings under construction or repair.
9. Develop and maintain the computer permit tracking system tables.
10. Calculate building fees and issue permits using the permit tracking system or manually.
11. Coordinate the collection of fee payments received in the division. May be required to forward payments to the Finance Department for processing.
12. Assist in budget preparation and the code adoption process. As required, make written or oral reports to the City Council, Planning Commission, and civic groups.
13. Participate in specialized training.
14. Attend meetings, participate in, and/or conduct training sessions.
15. Utilize specialized software programs.
16. Incumbent may act as Chief Building Official in his/her absence, or as directed.
17. Sign off business licenses or other finance forms when authorized and appropriate.
18. Compile reports on building division statistics.
19. Perform related work as required.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. The application and legal aspects of plan review and permit processing techniques.
2. Customer service techniques.
3. Principles of supervision and personnel management.
4. Strong oral and written communication skills.
5. Stress management techniques combined with the ability to be flexible and effectively adapt to the changing needs of the division and customer.
6. Analyzing complex building construction problems making recommendations and decisions to resolve such problems.
7. Personal computer skills and skill in using a permit database.

**KNOWLEDGE:** Knowledge of:

1. State (construction, physically challenged, energy, contractor and labor) laws, State-adopted (building, plumbing, mechanical and electrical) construction codes, and City ordinances pertaining to building and construction.
2. Modern methods of building construction, principles of structural engineering, and equipment installations.
3. Organization and functions of the division, department, and the City.
4. Correct English usage, grammar, spelling and punctuation.
5. Complex math and algebra necessary to interpret and review complex engineered building plans.

**ABILITIES:** Ability to:

1. Read and understand complex construction drawings and plans.
2. Read, interpret, and apply codes to the construction plans, policies, procedures and regulations.
3. Communicate effectively.
4. Compose and write clear and concise letters, plan check comments and reports. Design and prepare handouts for distribution to customers.
5. Work independently as well as with a team.

6. Organize and prioritize workload effectively.
7. Perform basic and complex calculations necessary to review consultant's plans and to calculate fees. Issue permits and process reports and other data on the computerized permit tracking system and manually.
8. Operate a personal computer using specialized software.
9. Participate in, and contribute effectively in, specialized training, meetings and committees.
10. Establish and maintain good working relationships with supervisor, co-workers, other departments, outside agencies, and the general public.
11. Supervise and manage the work of others.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone and cell phone
4. Copier
5. Calculator
6. 10-key adding machine
7. Facsimile machine
8. Optical character reader
9. Typewriter
10. Lettering machine
11. Microfiche reader
12. Binding machine
13. Computer scanner
14. Three-hole punch
15. Two-way radio
16. Polaroid or digital camera
17. Paper shredder or cutter
18. Plans, maps and blueprints
19. Presentation equipment, microphones, easels, overhead projectors, VCR, television, etc.
20. Plan-copying machine
21. Specialized computer software
22. Automobile or van

**PHYSICAL DEMANDS:**

Under typical office or field conditions, employee will perform the following physical activities which include handling files, books, binders, plans, planning equipment, and boxes of work-related material:

1. Sitting, for very prolonged periods of time attending meetings or working at the computer.
2. Walking, during site visits, inspections and enforcement activities in and out of the office.
3. Standing, at the front counter, during Council meetings or other public presentations.
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 30 lbs.
11. Driving
12. Speed, in meeting deadlines and in using office equipment.

### **SENSORY DEMANDS:**

Under typical office or field conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, paper shredder, paper cutter, camera, microphone, overhead projector, easel, VCR, television, plan copying machine, or automobile:

1. Seeing
2. Speaking/Hearing
3. Touching
4. Smelling

### **ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

#### **Office Conditions:**

1. Indoors: Typical office conditions, over 90% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, cement and asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, typewriters, etc.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plan copier, copy machines, cartography or other office-related equipment.

#### **Field Conditions:**

1. Outdoors: Typical field conditions during site visits, inspections and enforcement activities, less than 5% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Carpeting, tile, linoleum, asphalt, grass, dirt, mud, rock, wood, and uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise may occur during site visits or inspections.
5. Lighting: Normal outdoor conditions, with exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by vehicle or plane.
7. Dust or Fumes: Normal to high outdoor levels associated with construction and inspection activities, in addition to pollen, dust, vehicle exhaust, etc.

### **HAZARDS:**

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, paper shredder, or paper cutter. When traveling in the field, there is some exposure to mechanical hazards while utilizing vehicle.

### **ATMOSPHERIC CONDITIONS:**

Minimal exposure to fumes occurs in the field as well as a normal office environment. Typical office exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, blueprints, plans or other office supplies and equipment.

### **REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. Possess a Bachelor's degree from an accredited college or university in structural engineering, civil engineering, architecture or a closely related field of study.
2. Five years of responsible structural engineering or plan checking experience that has included at least one year of supervisory experience.
3. Possess, or obtain within one year from date of hire, and maintain a Plans Examiner Certificate from the International Conference of Building Officials (I.C.B.O.).
4. Possession of a valid Certificate of Registration as a Civil or Structural Engineer issued by the California State Board of Registration for Civil and Professional Engineers, or a Certificate as an Architect issued by the California State Board of Architectural Examiners is required. The City's preference is that applicants possess this license at the time of application, however, depending upon the qualified applicant pool, the City may waive this requirement at time of application, but will require that the license be obtained within twelve (12) months from date of hire.
5. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).

6. Pass a post-offer medical examination, which includes a drug test.
7. Pass a Department of Justice criminal record check for employment.
8. Prefer non-tobacco user.