

**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING, LIFE & ENVIRONMENTAL SAFETY DIVISION
PLAN REVIEW TECHNICIAN**

GENERAL DUTIES: Under general supervision of the Development Center Manager, review plans submitted for building permits to ensure code compliance on all areas where licensed engineering is not required; respond to inquiries from the public and represent the division in responding to building codes, permits, procedures and related matters. May inspect buildings being constructed, altered and/or repaired to determine compliance with building and other applicable codes and ordinances.

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. Interpret and enforce City, State, and City adopted construction 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.
2. Review plans for compliance to structural, fire and life safety, physically-challenged and energy issues per the City, State, and City adopted construction codes. Perform structural calculations necessary for plan review.

3. Compose and prepare letters, plan check comments and reports. Create and prepare handouts for distribution to customers.
4. Calculate fees and issue permits using the permit tracking system or manually.
5. May be responsible for collection of fee payments received in the department. May be required to forward payments to the Finance Department for processing.
6. May perform field inspection of buildings being constructed, altered and/or repaired.
7. Attend meetings and participate in training sessions. May train staff.
8. Participate in specialized training.
9. Utilize specialized software programs.
10. Sign off business license and special event permits when appropriate.
11. Perform related work as required.
12. Assist in the development and maintenance of the computer permit tracking system tables.
13. May prepare reports on revolving fund accounts, compile reports on building division statistics, and prepare payment requests and purchase requisitions, as needed. Is authorized to sign for approval.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. The applications of code enforcement techniques.
2. Customer service techniques.
3. Good oral communication.

KNOWLEDGE: Knowledge of:

1. State (construction, physically-challenged, energy, contractor and labor) laws, City adopted construction codes, and City ordinances pertaining to construction.
2. Methods of building construction and equipment installations.
3. Basic math and algebra.

4. Organization and functions of the department and the City.
5. Correct English usage, grammar, spelling and punctuation.

ABILITIES: Ability to:

1. Read complex construction drawings and plans.
2. Read, interpret, and apply codes as they apply to the construction plans, policies, procedures and regulations.
3. Compose and write clear and concise letters, plan check comments and reports. Design and prepare handouts for distribution to customers.
4. Communicate effectively.
5. Work independently as well as in a team.
6. Organize and prioritize workload effectively to meet deadlines.
7. Do calculations necessary to review plans and to calculate fees. Issue permits and process reports and other data on the computerized permit tracking system and manually.
8. Establish and maintain good working relationships with supervisor, co-workers, other departments, outside agencies, and the general public.
9. Operate a personal computer using specialized software.
10. Participate in specialized training, meetings and committees, as directed.
11. Maintain a courteous and professional manner.
12. Perform related work as required.

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 cellphone
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 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, up to approximately 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, up to approximately 10% of the time.
2. **Travel:** Under varying conditions via automobile or plane.
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 a 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. Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and ability would be: Two years experience in a Building Division position that performs minor plan reviews

Or

- Two years para-professional experience in the design or inspection of buildings.
2. Must obtain Certificate as a Plan Examiner from the International Code Council (ICC) within one (1) year of the date of hire.
 3. Pass a post-offer medical examination, which includes a drug test.
 4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
 5. Pass a Department of Justice criminal record check.
 6. Prefer non-tobacco user.