

## **BUILDING PLANS CHECKER**

### **DEFINITION**

Under direct or general supervision, performs professional work in checking plans, calculations, specifications, technical reports, and other submittal documents for compliance with Federal, State, and local building codes, ordinances, and regulations; receives and checks plans and designs for complex structures, new and remodeled commercial, industrial, and residential buildings to ensure compliance; assists inspectors, contractors, design professionals, and the public regarding construction requirements; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification in the Building Department which primarily performs building plan examination, checking and review; and may assist with field inspections in the Building Department.

### **REPORTS TO**

Chief Building Official

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

### **EXAMPLES OF DUTIES**

- Receives reviews and checks building plans for compliance with requirements of national, state, and local codes and ordinances relative to building structure, electrical systems, plumbing, mechanical, fire safety, and energy
- Calculates foundation, stress, square footage, and support requirements for plan checks
- Drafts plan review comments relative to code requirements in a manner that is technically sufficient for the professional and fundamentally understandable by the owner or builder
- Meets with design professional, owners, builders, and others to discuss problem area with submitted projects
- Works with other State and County departments to ensure a complete and accurate plan review
- Identifies project data necessary for permit processing such as project valuations type of construction, use, quantity and type of utilities and machinery, building size and provides that information in an easily understandable format to permit processing staff
- Communicates with field inspectors, permit technicians and other departments to gain additional knowledge on projects that might affect the permit process
- May perform some field inspections to determine compliance with applicable codes and

ordinances

- May visit construction sites and assist building inspectors in the field where engineering problems are encountered; advises on engineering matters and technical judgments
- Prepares plan review reports, comment sheets, and correspondence noting plan deficiencies and building code enforcement issues; maintains records of plan checking activities
- Refers to a variety of manuals, documents and books including California Codes specific to Building, Plumbing and Mechanical, National Electrical Code, and ICC Research Reports
- Approves, processes, and issues building permits
- Collects monies and fees for permits
- Responds to public inquiries over the telephone or at the counter concerning questions regarding permit processing, building, or other construction-related questions; calculates permit fees
- Assists applicants in achieving compliance with various codes and regulations
- Attends meetings to review and discuss plans, documents, and code requirements
- Performs field reviews as necessary
- Performs related duties as required

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and sufficient corrected vision to read detailed information and schematic drawings related to plan-checking and review; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is normally performed in an office environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

Knowledge of:

- Principles, practices and methods of structural and building plan review
- Practices for documenting plan checking procedures, correcting discrepancies, and carrying through on court procedures
- Civil engineering principles, techniques, policies, and procedures
- Construction methods, materials, tools, and equipment used for complex residential, commercial, and industrial construction, and principles of structural engineering
- Methods, materials, tools, and safety practices of the building, plumbing, and electrical trades
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including building, plumbing, electrical, mechanical, life safety, energy, and related codes

- Principles of mathematics related to the building plan review and checking, including some knowledge of trigonometry and plain geometry
- Principles and practices of building inspection
- Legal processes and considerations involved in prosecuting violations of the building codes and ordinances
- Modern office practices, methods, and computer equipment and applications related to the work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff

Ability to:

- Perform complex technical plan reviews without immediate supervision
- Apply technical knowledge of building trades work
- Read, interpret and explain building and construction plans, diagrams, specifications and building codes
- Interpret local laws, ordinances, requirements and regulation related to building inspection activities and operations
- Perform standard building inspection activities
- Understand and apply departmental methods, practices, and procedures
- Make mathematical calculations quickly and accurately
- Communicate effectively both orally and in writing
- Provide advice on standard construction methods and requirements
- Prepare clear and concise written reports
- Use tact, discretion, initiative and independent judgement within established guidelines
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations
- Establish, maintain, and foster positive, cooperative and effective working relationships with those contacted in the course of work
- Understand and follow complex oral and written instructions
- Establish and maintain accurate logs and records
- Operate modern office equipment including computer equipment and specialized software applications programs
- Communicate in person, over the telephone, and in writing
- Collect, interpret and analyze construct documentation and data accurately
- Make sound, independent decisions within established policy and procedural guidelines
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines

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

Three (3) years of work experience in building plan checking and design review employed within a building jurisdiction.

Special Requirements: ICC Certification as a Plans Examiner must be obtained within one (1) year of employment in this classification. Possession of a California driver's license.