

**PLAN CHECK ENGINEER**

**DEFINITION:**

Under direction, supervise and check building plans for residential, commercial, and other structures to ensure compliance with building, mechanical, electrical and plumbing codes, local ordinances, and State and Federal laws; conduct field inspections; and do related work as required.

**ESSENTIAL JOB FUNCTIONS:**

The listed tasks are essential for this position and may include, but are not limited to the following: Inspect plans and analysis of structures for compliance with various codes; work at the permit counter; confer with architects, engineers, contractors and owners regarding methods of design and construction; explain code and ordinance provisions to architects or engineers used in the design phase of such structures; supervise the work of plan check contractors to ensure that performance is in accordance with specifications; formulate new plan checking procedures and policies, as needed; direct the issuance of building permits; maintain records; and prepare reports and correspondence. May be required to work shifts, weekends and/or holidays.

**QUALIFICATIONS:**

Training and Experience: Requires a bachelor's degree in civil or architectural engineering and a minimum of two (2) years of building/structure plan check experience. A bachelor's degree in a related field may be substituted with six (6) years of related plan check experience. Registration as a Professional Engineer in Civil or Structural Engineering in the State of California is required. Registration as an Architect in the State of California may be substituted with four (4) years of relevant plan check experience. Must possess a valid California driver's license at time of employment. International Conference of Building Officials Certification or other recognized Plan Examiner Certification is highly desirable. Certification must be obtained within two (2) years from the date of hire.

Knowledge, Skill, and Abilities: Must have a thorough knowledge of pertinent building, structural, electrical, plumbing, mechanical and construction codes and ordinances and proper installation methods. Must have general knowledge of current principles and techniques of zoning, planning concepts and building design. Requires the ability to make engineering computations and analysis to check building construction design; write comprehensive reports and recommendations; read and interpret plans and specifications; perform field inspections of all phases of building construction and identify violations of codes or ordinances; and be able to establish and maintain effective working relationships with building owners, contractors, other governmental agencies, other employees, and the general public.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

While performing the duties of this job, the employee travels to specific locations, frequently lifts and/or moves up to 25 pounds; uses a personal computer with VDT screen, telephone, copier, and other office equipment. May occasionally work outside and be exposed to variable weather conditions. Specific vision abilities required include close, distance, depth perception, and the ability to adjust focus.