



Senior Plan Check Engineer

Department/Division:	Community Development/Building
Reports To:	Building Official
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Exempt
Employment Status:	Classified
Created:	February 2002
Last Updated:	September 13, 2016

GENERAL PURPOSE

Under general supervision, performs varied building and engineering design plan checks and related plan documents; confers with developers, contractors, and staff regarding plan conditions and modifications; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Plan Check Engineer is distinguished from the permit technician staff by its specialized professional knowledge of engineering and building design standards. The Senior Plan Check Engineer is differentiated from the Building Official, which exercises line supervision over building inspection, plan check, and permit design staff and has larger programmatic and functional responsibilities, and budgetary accountabilities.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Performs commercial building and tenant improvements plan checks; interprets and enforces State codes and City amendments, including building, structural, fire life safety, energy, solar, disability access, and environmental code compliance reviews.
2. Conducts residential building plan checks; interprets and enforces State codes and City amendments, including building, structural, energy, solar, disability, and environmental codes.
3. Completes public counter plan checks; interprets and enforces State codes and City amendments, including building, structural, fire life safety, energy, solar, disability, and environmental codes.

ESSENTIAL FUNCTIONS (continued)

4. Checks shoring, grading, and storm water management plans for compliance with regulatory standards.
5. Meets with architects, engineers, developers, and property owners to perform preliminary plan checks, answer technical questions, and discuss construction and design questions.
6. Trains, assigns, and review plan checks performed by inspection staff for completeness and compliance and answers questions related to field problems.
7. Provides technical design support to Public Works and Fire department staff regarding the design of public and City projects.
8. Analyzes, develops, and proposes adoption of City's building, structural and Green Code amendments.
9. Prepares residential, commercial and Green Code Plan Review checklist for each code cycle, incorporating the State codes and City amendments.
10. Completes studies, develops procedures, and establishes guidelines related to grading, shoring plan checks and inspection procedures, storm water management plan checklists, solar panel design guidelines, and valuation and statistical standards.
11. Acts on behalf of Building Official during absences.

QUALIFICATIONS GUIDELINES

Knowledge of:

California Building Code; California Green Building Standards Code; California Energy Code; California Disability Access Codes; Uniform Life Safety Regulations; engineering and architectural design standards; shoring, grading, and storm water management plan standards; research and analysis techniques; conflict management techniques.

Ability to:

Research and analyze building, engineering, energy, environmental, fire safety and related codes; prepare clear, concise, and accurate reports; establish and maintain effective working relationships with staff, management, property owners, contractors, consultants, general public, and others encountered in the course of the work; organize and prioritize tasks to meet deadlines; exercise tact and diplomacy in dealing with sensitive and complex design interpretations; communicate effectively, both orally and in writing; operate computer hardware and standard office equipment; use word processing, spreadsheet, and permits software.

Education/Training/Experience:

Bachelor's degree from an accredited four year college or university with a major in civil engineering, or a related field is required. A Master's degree in Civil Engineering or a related field is desirable. Three years of responsible professional experience, involving building and engineering plan checks is required.

Licenses/ Certificates/Special Requirements:

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

State of California registration as a Professional Civil Engineer or licensed Architect with the California Architects Board is required.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret technical data and documents; analyze and solve problems; learn and apply new information or skills; perform highly detailed plan reviews; work on multiple, concurrent tasks with frequent interruptions and meet deadlines; and interact with staff, management, building owners, contractors, consultants, and others encountered in the course of work.

WORK ENVIRONMENT

The employee frequently works in an office environment with controlled temperature settings.

Driving to various City sites is required to inspect project sites where the incumbent would be occasionally exposed to loud construction noise and traffic, dust, and debris.