

CLASS SPECIFICATION



CLASS:	Plan Checker I/II	ESTABLISHED:	June 2007
ALLOCATION:	CDSA	REVISED:	July 2020
FLSA STATUS:	Non-Exempt		
UNION AFFILIATION:	YCEA		

JOB SUMMARY:

Working within the Community Development and Services Agency – Building Department, performs plan and specification review for construction, improvement, remodeling, alteration and repair plans for compliance with codes, ordinances and regulations; performs related work as assigned.

CLASS CHARACTERISTICS:

Plan Checker I is the entry level in this technical class series. Initially under close supervision, incumbents learn applicable ordinances, regulations and codes, as well as County policies and procedures, and perform the more routine plan checking duties. As experience is gained, duties become more complex and are performed under more general supervision. This class is flexibly-staffed with Plan Checker II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications for the higher-level class.

Plan Checker II is the experienced level in this series, fully competent to perform the full range of plan checking for residential, commercial, industrial and public projects. Successful performance of the work requires a thorough knowledge of plan checking methods and the ability to exercise sound independent judgment within established guidelines. This class is distinguished from other engineering-oriented classes in that the emphasis is specifically upon the plan checking function.

This position reports directly to Supervising Building Official.

EXAMPLES OF DUTIES:

Essential:

- Review and examine plans, specifications and related documents for residential, commercial and industrial projects.
- Research information confirms ownership and other information; research code provisions on difficult problems.
- Confer with and provide information to developers, engineers, architects, property owners and others regarding code requirements and alternatives and County policies and procedures wherever possible, resolve complaints and problems; maintain close verbal and written contact regarding progress with the complainants.
- Review calculations for completeness, code compliance and accuracy.
- Forward plan packages to other departments and agencies for review; coordinate review with them and coordinate the plan checking process to ensure that all applicable standards have been met.
- Recommend necessary changes to obtain compliance with building, plumbing, mechanical, electrical, solar, accessibility, energy and other codes and requirements; conveys this information to the individual submitting the plans and suggests alternative ways to meet the code requirements.
- Advise construction management and building inspectors and others regarding problems that may occur in the field.
- Assist the public in completing permit applications, compute project costs and permit fees
- Provide services at a public counter to answer questions and approve minor plans.
- Maintain accurate records, logs and files of plans, plan review status and work performed.
- Update database for permit tracking; enter, modify and review data in permit tracking system; prepare reports, correspondence and other written materials and present information in a professional format
- Monitor technical developments and legislation related to new materials and new methods of construction; recommends procedural or ordinance changes as appropriate.
- Perform technical field inspections of new and existing industrial, commercial and/or residential properties, and/or other building and construction for conformance to codes, regulations, plans, specifications and standards related to foundations, framing, electrical, plumbing and other structural and functional elements

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Uses standard office equipment, including a computer, in the course of the work.
- Drives a personal or county vehicle to visit work sites and attend meetings.

EMPLOYMENT STANDARDS:**Knowledge of:****Plan Checker I**

- Engineering mathematics through trigonometry.
- Codes and regulations related to the work.
- Computer applications related to the work.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, punctuation and grammar.
- Record keeping principles and practices.
- Basic techniques for interacting with the public, in person or over the telephone, in a professional and courteous manner. Basic concepts and terminology of civil or structural engineering.
- Safety and safe working practices for building inspection work

Plan Checker II - In addition to the above:

- Techniques and methods for the examination of residential, commercial and industrial plans.
- Nomenclature, symbols, methods and techniques used in construction plans, drawings and specifications.
- California Code of Regulations, Title 24 Building Codes, appropriate state statutes and local codes and ordinances.
- Techniques, materials and methods used in construction of various types.

Skill in:**Plan Checker I**

- Applying basic engineering principles to the examination of a wide variety of plans.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Reading plans and analyzing for compliance with codes and regulations.
- Making accurate engineering calculations.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.

Plan Checker II - In addition to the above:

- Performing detailed analysis and examination of the full range of residential, commercial and industrial building and construction designs, specifications and plans.

Ability to:**Plan Checker I**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Pay careful attention about detail and be thorough in completing work tasks.
- Inspect materials and workmanship for safety hazards or construction problems.
- Enforce regulations firmly, tactfully and impartially.

Plan Checker II – In addition to the above

- Review all non-residential buildings and structures, such as commercial, industrial, agriculture, etc.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Drive a motor vehicle in order to inspect field sites and attend meetings.
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Typical office setting.
- Inspect residential, commercial, industrial properties or other facilities under construction.
- Work with exposure to potentially hazardous chemicals, uneven footing, inclement weather, temperature extremes, or other potentially dangerous conditions.
- May require work with exposure to potential hazards at various construction sites

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; may be required to maintain license throughout employment at the discretion of the Appointing Authority.
- Must obtain certification from the International Code Council (I.C.C). or other nationally recognized Residential Plans Examiner Certificate at the Plan Checker I level within two years as required by Health & Safety Code Section 18949.28 (a) or subject to dismissal.
- Maintain professional development and continuing education activities for ongoing certification as required by position(s).

Special Requirements:

- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

Plan Checker I:

Minimum: Graduation from high school; and either completion of a Building Inspection Technology program or equivalent to completion of at least two years at an accredited college or university with major course work in engineering, architecture or a field related to the work and two years of progressively responsible experience in any combination of residential, commercial, and

industrial plan checking or building inspection practices.

Preferred: In addition to the minimum requirements, possession of a current I.C.C. or other nationally recognized (residential) Plans Examiner Certificate additional experience as a plan checker or building inspector in a public agency building or planning department.

Plan Checker II:

Minimum: Equivalent to completion of at least two years at an accredited college or university with major course work in engineering, architecture or a field related to the work AND possession of a current I.C.C. or other nationally recognized Building Plans Examiner Certificate (for commercial and industrial occupancy classifications) AND three years experience in a combination of residential, commercial and industrial plan checking or building inspection practices at a level equivalent to the County's class of Plan Checker I.

Preferred: In addition to the minimum requirements, additional building industry certifications as determined by the appointing authority and additional Plan Check or Building Inspector experience in a public agency building or planning department.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval:
Date:

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____

EEOC: B
WC: 9410

Established: July 1996
Revised: January 2007