

CITY OF ARCADIA
PLANS EXAMINER

DEFINITION

Under general supervision, performs professional and technical duties related to reviewing and approving construction 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 structures, new and remodeled commercial, industrial, and residential buildings to ensure compliance; assists inspectors, contractors, design professionals and the public regarding construction requirements; assists at the public counter; assists Building Inspectors as needed; performs other related duties as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Review and evaluate plans, structural engineering calculations, soil analysis reports, and other reports for commercial, industrial and/or residential projects to ascertain conformance to Building, Mechanical, Plumbing and Electrical Codes, and pertinent provisions of City, State, and County health and environmental codes, laws and regulations.

Prepare plan check reports indicating deficiencies in plans, structural engineering calculations, soil analysis reports and other reports, and ensure that requisite corrections are met.

Approve plans that comply; issue permits for construction.

File and log current projects to track status; transmit plans to other divisions, departments and outside consultants as appropriate.

Take in plan reviews and work the public counter as required.

Perform code research; investigate new and substitute materials; investigate new methods of structure design.

Confer with architects, engineers, contractors and the general public on proposed projects to resolve unforeseen issues.

Answer questions and advise the public concerning codes and plan check reports; advise building inspectors of unusual design, construction, or installation problems.

Develop informational handouts/checklists related to plan check requirements for public distribution.

Assist building inspectors in the field where engineering problems are encountered; interpret building construction plans; advise on engineering matters and technical judgments; perform building inspections as needed.

May act as the Building Official in his or her absence.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, procedures, and terminology of structural engineering, architecture, and building construction.

Means and methods of building erection of all types of construction.

Federal, state, and municipal codes and regulations governing housing, building construction, rehabilitation, alterations, use, occupancy, and setbacks.

Accepted safety standards and methods used in building construction for commercial, industrial, and residential buildings.

Building related codes and ordinances enforceable by the City, including the California Codes.

Research methods and sources of information related to building code enforcement.

Proper plan check techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.

Principles of structural design and engineering mathematics.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Read, interpret, and explain complex building plans, engineering calculations, site survey project specifications, blueprints, building construction plans, designs, specifications, building codes, and reports.

Apply engineering and architectural principles and practices.

Read and accurately interpret building plans to ensure conformance with building codes, development standards, and regulations.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Make engineering and mathematical computations rapidly and accurately.

Plan and organize work.

Communicate clearly and concisely, both verbally and in writing.

Work safely and efficiently.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Deal tactfully and courteously with internal and external customers.

Understand and follow verbal and written directions.

Operate a computer and utilize a variety of software programs.

Minimum Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Experience:

Five years of experience as a Building Inspector, including at least one year of construction plan checking, or

Two years of experience checking plans for a public agency.

Training:

High School Diploma or G.E.D. (required).

Some college courses or specialized courses in construction technology or engineering.

License or Certificate:

Possession of an appropriate, valid California driver's license.

Possess a Plans Examiner certificate from the International Code Council (I.C.C.) prior to appointment, or obtain said certificate within one year from the date of appointment.

Certification as a Certified Access Specialist (CASp) is desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; exposure to cold, heat, noise, outdoors, vibration, confining work space, and electrical hazards; ability to travel to different sites and locations.

Effective Date: June 2021