

**CITY OF FONTANA  
PLAN CHECK ENGINEER I  
PLAN CHECK ENGINEER II**

**DEFINITION:** Under general and/or immediate supervision from the Building Official, performs professional plan and engineering examination work to ensure compliance with building, zoning, mechanical, electrical and plumbing codes.

**DISTINGUISHING CHARACTERISTICS**

Plan Check Engineer I – This is the entry level class in the Plan Check Engineer series. This class is distinguished from the Plan Check Engineer II by the performance of the less complex plan and examination work assigned to positions within the series. Because this class is typically used as a training class, employees may have only limited or no directly related work experience. An employee in this class is expected to read and interpret building plans and codes and have a working knowledge of plumbing, air conditioning, electrical and building construction.

Plan Check Engineer II – This is the full journey level class within the Plan Check Engineer series. Employees within this class are distinguished from the Plan Check Engineer I by the performance of the full range of duties as assigned including exercising some supervision over Plan Check Engineer I's. Employees at this level are fully aware of the operating procedures and policies of the work unit. Appointment to the II level requires that the employee be performing the full range of duties assigned to the class. May exercise functional and technical supervision over lower level staff.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Examine plans of commercial, industrial and single and multi-family projects to determine compliance with the provisions of the City's construction codes or mechanical, electrical and plumbing codes.
- Correct defects or inadequacies found; require that corrections be made to meet the requirement of pertinent City codes; prepare plan check correction reports.
- Approve plans that comply; issue permits for construction.
- Analyze structural engineering aspects of all designs and calculations.
- Evaluate test reports such as engineering reports and soil analysis reports.
- Confer with architects, engineers, contractors and owners on proposed projects to resolve unusual problems.
- Make field inspections to determine structural soundness or proper installation of unusual designs, materials or equipment.
- Suggest corrections of defects or inadequacies found; require that deficiencies be corrected to meet requirements of applicable codes.
- Answer questions and advise the public concerning codes and plan check reports; advise building inspectors of unusual design, construction or installation problems.
- Classify and log new projects for plan checks; create plan check files; enter initial site data and permit data on computer; revise data as project status and details change.

- Perform any tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance. The need to lift, drag and push files, reports, or other materials weighing up to 25 pounds is also required.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have knowledge of:

#### Plan Check Engineer I

- Major types of building construction, materials and methods.
- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.
- Building related codes and ordinances enforceable by the City, including the Uniform Building, Electrical, Plumbing and Mechanical Codes.
- Basic principles of structural design and engineering mathematics.

Ability to:

- Learn, interpret and apply pertinent Federal, State and local laws, codes and regulations.
- Determine if construction systems conform to City Code requirements.
- Learn and apply City codes and policies regarding zoning, environmental matters, and other regulations to field situations.
- Advise on standard construction methods and requirements for residential, commercial and industrial buildings.
- Make engineering and mathematical computations rapidly and accurately.
- Research and write technical reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

#### Plan Check Engineer II

In addition to the qualifications for Plan Check Engineer I, knowledge of:

- Engineering principles related to materials and design concepts of mechanical, electrical and plumbing systems or of construction of buildings and on-site distribution systems.
- Procedures and techniques of field inspections.
- Research methods and sources of information related to building code enforcement.
- Apply engineering knowledge and follow proper plan check techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.

Ability to:

- Read and interpret complex building plans, engineering calculations, site survey project specifications and blueprints.

**Experience:** Plan Check Engineer I - One year of increasingly responsible plan an engineering examination experience. Plan Check Engineer II - Two years of journey level building construction experience relating to structural engineering or mechanical, electrical and plumbing systems.

**Education:** Equivalent to an Associate of Arts degree from an accredited college with major coursework in civil, structural, mechanical, electrical engineering or a related field.

**Licenses/Certifications:** Possession of, or ability to obtain, an appropriate, valid California Driver's license.