

CITY OF FONTANA SENIOR PLANS EXAMINER

DEFINITION: Under direction from the Supervising Plans Examiner, performs a variety of plan and engineering examination duties to ensure compliance with building codes and other local, State and Federal requirements; provides functional and technical supervision to other plan check staff; and provides information and assistance to the public.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Review plans and calculations for commercial, industrial, single, and multi-family projects to determine compliance with applicable codes and regulations of the City, State and Federal agencies.
- Ensure that corrections are made to meet the requirements of pertinent City codes; prepare plan check comment reports.
- Provide technical assistance and educational programs to other plan check staff in areas of assigned specialization.
- 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, builders and the general public on proposed projects to resolve unusual problems; explain and interpret requirements and restrictions.
- Make field inspections to determine structural soundness or proper installation of unusual designs, materials or equipment.
- Answer questions and advise the public by telephone or at the counter concerning codes and plan check reports; advise building inspectors of unusual design, construction or installation problems.
- Classify and log new projects for plan check; create plan check files, projects and initial site data on computer system; enter permit data on computer; revise data as project status and details change.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- 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:

- Engineering principles related to materials and design concepts of mechanical, electrical and plumbing systems or of construction of buildings and of on-site distribution systems.
- 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 California Building, Electrical, Plumbing and Mechanical Codes.
- Principles of structural design and engineering mathematics.
- Procedures and techniques of field inspections.
- Research methods and sources of information related to building code enforcement.

Ability to:

- Apply engineering knowledge and follow proper plan check techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Determine if construction systems conform to City code requirements.
- Interpret and apply pertinent Federal, State, and local laws, codes and regulations.
- Apply City codes and policies regarding zoning, environmental matters, and other regulations to field situations.
- Read and interpret complex building plans, engineering calculations, site surveys, project specifications and blueprints.
- 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.
- Enforce necessary regulations with firmness and tact.
- Understand and carry out oral and written instructions.
- Provide technical assistance and supervision to other plan check staff in assigned areas of specialization.
- Work independently without supervision.

Experience: Two years of building construction experience relating to structural engineering or mechanical, electrical and plumbing systems. Minimum of one year of plans examination work and lead experience highly preferred.

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

Licenses/Certifications: Possession of, and continuously throughout employment a valid California driver's license. Possession of, or equivalent to an ICBO Plans Examiner certification is required. Possession of a valid certificate of registration as a Civil or Structural Engineer issued by the California State Board of Registration for Civil and Professional Engineers is preferred.