



Job Code: 0115  
FLSA: Non-Exempt  
Unit: PCEA

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## **PLAN CHECKER**

### **DEFINITION**

The Plan Checker is responsible for reviewing construction plans, calculating plan checking and construction fees and assessments; issuing permits; providing construction advice, and conducting inspection of residential, commercial and industrial buildings and structures; performs related work as assigned.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the Plan Check Engineer; exercises no supervisory responsibilities.

### **TYPICAL DUTIES**

1. Reviews building construction plans for compliance with structural design requirements and the building, mechanical, plumbing, electrical, and health and safety codes.
2. Calculates building permit fees by calculating and applying square footage of the structure to be constructed to the appropriate building permit fee chart. Collects and records appropriate building permit fee.
3. Provides building owners, designers and contractors with information to include City's building construction process, inspection code requirements, fees assessed and the plan check process.
4. Undertakes and/or assists in the undertaking and completion of special projects (?), including preparation of informational brochures and other written materials.
5. As assigned, performs field inspections of buildings/structures under construction to ensure construction is in accordance with applicable building codes and City ordinances and regulations.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

1. The state of California construction codes including building, mechanical, plumbing, electrical and health and safety codes.
2. Contemporary residential, commercial and industrial construction practices.

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**ABILITY TO:**

1. Read and understand detailed construction plans and blueprints to ensure proposed construction is in compliance with applicable national, state and local construction codes and regulations.
2. Recommend alternative construction practices/techniques which are in compliance with construction codes, regulations, and accepted construction practices.
3. Explain construction code requirements and regulations to both professionals and lay people alike.
4. To set priorities, set and meet work schedules, perform assigned responsibilities with a minimum of supervision.
5. Conduct building construction inspections in the field.
6. Maintain detailed and accurate records associated with work performed.
7. Make accurate arithmetic calculations.
8. Analyze construction problems and recommend acceptable alternative solutions.

**Education:**

High School graduation or GED equivalent required; an Associate of Arts or Science degree in Construction Technology desired.

**Experience:**

Minimum two years of experience as a combination building inspector with a governmental agency. Plan checking experience preferred.

**License:**

ICBO certificates in both building inspection and plan checking.  
Valid California Class C Drivers License.

**Other Requirements:**

Ability to stand and sit for prolonged period, ability to lift frequently up to 30 pounds and infrequently up to 50 pounds. Ability to climb ladders, walk over uneven ground, bend and stoop to negotiate tight areas, ability to work in all weather conditions, work at heights up to 25 feet, and to hear while in the vicinity of construction equipment.