



**Job Code:** 0140  
**FLSA:** NE  
**Unit:** PCEA  
**Revised:**

---

## PLAN CHECK ENGINEER

### DEFINITION

Under general supervision, checks plans and structural designs of buildings for compliance with the requirements of building codes and regulations. Inspects buildings for conformance to codes and compliance with approved plans; and performs related work as required.

### SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Director of Inspection Services; supervises Building Inspectors.

### TYPICAL DUTIES

1. Checks building and structural plans submitted by architects, engineers, contractors and owners for compliance with structural designs and requirements of the building, plumbing, electrical, mechanical, health and safety codes and related laws and ordinances.
2. Checks plans for roof, wall and floor loadings to determine beam, rafter and joist sizings and spacing.
3. Consults with architects, engineers and contractors concerning structural and safety requirements, building design; seeks to solve engineering problems as necessary.
4. Acts for the chief building inspector in the latter's absence.
5. Makes inspections in the field as necessary.
6. Calculates and collects building , water, sewer and related fees.
7. Issues building permits.
8. Keeps abreast of new building construction methods and materials.

**CITY OF PLEASANTON**  
**Plan Check Engineer - Page 2**

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. Proper methods and techniques of building construction and the structural design requirements of both residential and commercial buildings.
2. Applicable administrative, mechanical, electrical and plumbing codes.
3. Construction materials.
4. Mathematics.

**Skill to:**

1. Read and interpret building plans and specifications.
2. Make difficult engineering computations and analyses.
3. Interpret and explain applicable codes.
4. Communicate effectively.
5. Work cooperatively with fellow employees and members of the public.
6. Work with a minimum of supervision.

**Education:**

High school graduate or GED equivalent required.  
Bachelor degree in civil or structural engineering desirable (bachelor degree may substitute for one year of experience).

**Experience:**

Four years experience as a building inspector for a political jurisdiction in the State of California including one year of plan checking experience.

**Licenses:**

ICBO building inspection or plan checker certification.  
Valid California driver's license.

(jd0140)