

PLAN CHECK ENGINEER

Definition:

Under general direction supervises and participates in plan checking activities; performs a variety of complex and difficult professional plan check duties; prepares a variety of staff reports; performs complex structural design and engineering calculations for commercial and industrial construction and equipment installation; supervises assigned staff and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Performs the more complex plan checking duties related to structural design and drawings for commercial and industrial construction including earthquake and wind load stress determination, electrical, plumbing and mechanical requirements.

Computes or verifies engineering calculations and provides solutions to special structural problems.

Prepares plan correction lists and reevaluates plans which require correction.

Ensures plan compliance with applicable structural engineering requirements and a variety of codes including State energy code requirements.

Participates in the development and implementation of division/department goals, objectives, priorities and the budget.

Assists in the formulation of new plan checking procedures/policies and supervises the implementation of same.

Responds to inquiries from architects, builders, contractors, engineers, realtors and the public regarding the interpretation of technical code requirements and City building standards.

Assists in the selection, training supervision and evaluation of assigned staff.

Evaluates construction plans for the issuance of permits and collection of applicable fees.

Conducts on-site inspections as needed.

Coordinates work projects with other divisions and departments as applicable.

Attends a variety of committee/commission meetings, makes oral and written presentations and represents the City as assigned.

Provides assistance at a public counter as needed.

Operates a personal computer and uses applicable software to produce a variety of reports and correspondence.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and moves boxes of records weighing 30 pounds or less.

Class Characteristics:

Plan Check Engineer is a single incumbent management and journey level professional plan check position in the Development Services Department. The Plan Check Engineer is distinguished from the Associate Plan Check Engineer by the Plan Check Engineer's responsibility for the plan check function, the performance of more complex plan check tasks and supervisory duties.

Contacts and Relationships:

The Plan Check Engineer establishes and maintains contact with staff in the Development Services Department. Additional contact will occur with staff in other City departments, the public, developers, landowners, contractors and other public agencies

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles of civil engineering with an emphasis in structural engineering.

Applicable building construction codes, ordinances and enforcement requirements to include disabled access requirements and California Energy Commission Standards of Title 24.

Methods of building construction practices and building materials.

Techniques of electrical, plumbing, air conditioning and related installations.

National Pollutant Discharge Elimination System (NPDES) requirements, programs and compliance issues.

Advanced mathematics and their application to structural engineering/journey level plan check work.

Effective supervisory techniques.

English usage, spelling, grammar and punctuation.

Computer applications related to area assigned.

AND

Ability to:

Interpret and apply laws, regulations, codes, ordinances, policies, guidelines and procedures related to area assigned.

Read and interpret building plans, blueprints and specifications.

Organize, coordinate and perform major plan check tasks.

Research, compile and analyze a variety of complex data, ordinances, procedures and related material.

Make complex engineering computations related to building construction.

Communicate effectively orally and in writing.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in Civil Engineering, Structural Engineering, Architecture or a closely related field from an accredited college or university.

AND

Experience:

Four years of progressively responsible experience in structural engineering design or plan checking to include some supervisory or lead experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Registration as a Professional Civil Engineer in the State of California.

The City of Fullerton's Conflict of Interest Code requires that the Plan Check Engineer file financial disclosure statements in accordance with state and local laws.

Certification as a Plan Reviewer by the International Code Council (ICC) at time of or within 24 months of appointment.

Must be able to work a flexible schedule to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors in an office environment, at a public counter and outdoors in the field. When work is performed outdoors there may be exposure to the elements. An incumbent drives a vehicle on City business, sits for extended periods of time, uses a computer, keyboard and related equipment, stands, walks, reaches, bends, twists, kneels, reaches and grasps and may lift and move boxes of records weighing 30 pounds or less. When in the field, an incumbent may walk on slippery/uneven surfaces and slopes and be exposed to construction materials and dust. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Professional.

Revised December 2004

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