Date Adopted: 6/13/06

CITY OF GLENDORA

PLANS EXAMINER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, reviews plans, specifications and structural calculations for compliance with the laws, adopted codes, ordinances and regulations governing the safety, construction and alteration of buildings including structural, electrical, mechanical, plumbing, energy and accessibility installations for residential, commercial and industrial construction; conducts field inspections for new construction, alterations, and repair of buildings and other structures; interprets and enforces building, plumbing, mechanical, electrical, zoning codes and other Federal, State and local laws; performs related duties as required.

CLASS CHARACTERISTICS

This position reports to the Building and Safety Superintendent and the Deputy Public Works Director/Building Official and is responsible for examining and applying building code standards to building plans, structural calculations and construction documents for residential, commercial and industrial construction. This position will also perform a broad range of inspections and investigations independently, and provide technical assistance to the Building and Safety Superintendent and Deputy Public Works Director/Building Official.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Checks building plans and specifications for residential, commercial and industrial structures for compliance with applicable sections of Building, Electrical, Plumbing, Mechanical, Municipal and Zoning Codes, and the requirements for the State of California Title 24, National Pollutant Discharge Elimination System (NPDES), Americans with Disability Act (ADA) and Standard Urban Stormwater Mitigation Plan (SUSMP). (a b c d e g h j k l n o)

2. Provides information on building regulations, permits, procedures, developments and related matters to developers, architects, engineers, contractors and the general public. (a d f g i j k l m n)

3. Under the direction of the Deputy Public Works Director/Building Official, reviews structural calculations to verify accuracy and application on the structural plans. (a b c d e g h j k l n o)

4. Advises and interprets codes to laymen, contractors, architects, engineers and others as required. (a c h j k l)

5. Coordinates plan review approvals with other divisions for minor projects; i.e., patios, signs, swimming pools and spas. (a b c d e h j k l n o)

6. Performs inspections of various phases of residential, industrial, and commercial building construction for compliance to the various building codes. (a b c d e f g h j k l n)

7. Assists the public at the counter, processes forms, permit applications, and plans necessary for the issuance of development and construction permits. (a d e g h j k l m o)

8. Researches code requirements, new materials, methods of construction. (a b c d e h j k l n)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

a. Communicate clearly and concisely, both orally and in writing.

b. Prepare reports and keep accurate records.

c. Analyze data and information.

d. Apply technical knowledge and follow proper plan check and inspection techniques.

e. Detect deviations from plans, regulations and standard practices.

f. Climb ladders.

g. Perform journey level inspections in a variety of trades.

h. Enforce regulations, codes and standards.

i. Respond to emergency and problem situations in an effective manner.

j. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.

k. Understand, explain and apply policies and procedures.

l. Interpret and apply rules, regulations, legislation and policies.

m. Understand and follow verbal and written directions.

n. Work independently.

o. Perform arithmetical computations rapidly and accurately.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree or equivalent with major work in Civil or Structural Engineering, Architecture or a closely related field and a minimum of one year local government experience in inspection and/or plan review; or high school diploma supplemented by specialized college course work in engineering or construction technology and three years of recent journey level experience in the building trades, e.g., as a building inspector, building contractor, construction worker, plans examiner or architect.

Knowledge and Skill Levels

Thorough knowledge of building, plumbing, electrical, mechanical and related codes and regulations, including the Uniform Building Code and the American with Disabilities Act and related federal and state laws, rules and regulations, policies and procedures; methods, materials, techniques and practices employed in building inspection, design and construction.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain within one year an ICC Certification as a Plans Examiner per Chapter 7, Division13 of the Health and Safety Code of the State of California. ICC Certification as a Building Inspector is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some field work requiring travel from site to site and ability to operate a vehicle. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment and vehicle requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006