

PLAN CHECKER (BUILDING)

Approved: June 2025

FLSA: Non-exempt

Unit: SEIU



| Definition |
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| Under general supervision, performs professional work in checking plans, calculations, specifications, technical reports, and other submittal documents for compliance with state and local building codes, ordinances, regulations and energy standards; receives and checks plans and designs new and remodeled commercial, industrial, and residential buildings to ensure compliance; assists inspectors, contractors, design professionals, and the public regarding construction requirements; performs related work as required. |
| Supervision received and exercised |
| Receives general supervision from the Plan Check Engineer and/or Building Official. Exercises no supervision of staff. |
| Class characteristics |
| This is the journey-level class in the Plan Check Engineer classification series. Incumbent is able with general direction to perform the full scope of duties. This position requires prior plan review experience. Successful performance of the work requires a thorough knowledge of plan checking methods and the ability to exercise sound judgment within established guidelines. Incumbents perform the full range of duties as assigned, working independently and exercising judgment and initiative. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Plan Check Engineer by the presence of supervisory requirements. A Plan Check Engineer is a higher-level position that requires a professional engineering license and performs more complex plan reviews, particularly related to structural engineering aspects, ensuring compliance with codes and regulations on a deeper technical level. |
| Examples of typical job functions (illustrative only) |
| <p>Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.</p> <ul style="list-style-type: none">• Checks for compliance with requirements of applicable state and local codes and ordinances relating to architecture, and plumbing, mechanical, electrical, and energy systems.• Uses digital plan review or other prescribed method to assist in the review of building plans and specifications and permit tracking software during the building permit process.• Drafts plan review comments relative to code requirements in a manner that is technically sufficient for the professional and fundamentally understandable by the owner or builder.• Provides expedited plan check services at the customer counter.• Assists with and participates in the meetings between design professional, owners, builders, and others to explain, clarify and/or discuss comments on the submitted projects.• Works with other state and county departments to ensure a complete and accurate plan review.• Identifies project data necessary for permit processing such as project valuations type of construction, use, quantity, building size and provides that information in an easily understandable format to permit processing staff.• Communicates with field inspectors, permit technicians and other departments to gain additional knowledge on projects that might affect the permit process to coordinate project if needed.• Prepares plan review reports, comment sheets, and correspondence noting plan deficiencies and building code enforcement issues; maintains records of plan checking activities.• Refers to a variety of manuals, documents and books including California Building Standards Code and reference documents and ICC Research Reports.• Responds to public inquiries over the telephone, email or at the counter concerning questions regarding permit processing, building, or other construction-related questions; assists applicants in achieving compliance with various codes and regulations.• Attends meetings to review and discuss plans, documents, and code requirements; performs field reviews as necessary.• Conduct plan checks on commercial and residential projects.• Maintains accurate records, reports, and tracks ongoing activities and outcomes.• Performs related duties as required. |

Qualifications

Knowledge of

- Principles, practices and methods of building plan review.
- Practices for documenting plan checking procedures and correcting discrepancies.
- Construction methods, materials, tools, and equipment used for residential, commercial, and industrial construction.
- Methods, materials, tools, and safety practices of the building, plumbing, and electrical trades.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including building, plumbing, electrical, mechanical, life safety, energy, and related codes.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, contractors, engineers, architects, and City staff.
- Principles and requirements of Americans with Disabilities (ADA) Compliance; California Energy Conservation requirements.
- Appropriate health and safety and fire prevention construction and building methods.

Ability to

- Learn and interpret local laws, ordinances, requirements and regulation related to building inspection activities and operations.
- Learn departmental methods, practices, and procedures.
- Read and interpret building and construction plans, diagrams, and specifications.
- Use tact, discretion, initiative and independent judgement within established guidelines.
- Understand and follow oral and written instructions.
- Establish and maintain accurate logs and records.
- Perform required mathematical computations with accuracy.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Collect, interpret and analyze construct documentation and data accurately.
- Interpret, apply, explain, and ensure compliance with applicable state and local laws, rules, regulations, policies, and procedures.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Education and experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- An Associate's degree or 60 semester units or 90 quarter units from an accredited college or university with major coursework in engineering, architecture, or a related field.
- Minimum of three (3) years of increasingly responsible experience in building plan review, architectural design, and/or engineering technical support work.
- A four-year college or university with a degree in construction technology, civil or structural engineering, architecture or closely related field may be substituted for one (1) year of the required experience.

Licenses and certifications

- Possession of a valid California driver's license and a satisfactory driving record.
- Possession of a Plans Examiner Certificate issued by the International Conference of Building Officials, International Code Council, International Association of Plumbing and Mechanical Officials, or National Inspection Testing Certification within twelve (12) months of employment.

Physical demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Environmental elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.