

CITY OF ROSEVILLE

SENIOR BUILDING PLANS EXAMINER

DEFINITION

To organize, assign, and review the work of assigned personnel engaged in residential and commercial building plan reviews including the enforcement of City building regulations; and to provide administrative support to the Building Inspection Supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Building Plans Examiner series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series and provide technical and functional supervision over technical personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Building Inspection Supervisor.

Exercises technical and functional supervision over assigned plan check staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Plan, prioritize, review, and participate in the work of staff assigned to a variety of residential and commercial building plan review activities.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide or coordinate staff training; work with employees to correct deficiencies; review the work of staff engaged in a variety of building inspection or plan check activities.

Prepare various reports regarding operations and activities.

Confer with and give information to architects, engineers, contractors, and owners regarding inspection, building, and housing codes and methods of construction.

Review plans and specifications for proposed construction projects.

Research new and revised construction methods and materials.

Analyze and prepare inspection and plan check issues and code interpretations.

Respond to complaints regarding enforcement of City regulations.

Perform complex field inspections or complex plan checks to ensure compliance with plans and code requirements.

Prepare and file reports.

Coordinate building plan review activities with other City department, divisions, and outside agencies.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principals of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.

Types of building construction, materials and methods of all stages of construction.

Modern principles and techniques of building construction, inspection and plan check work.

Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.

Building related codes and ordinances enforceable by the City, including adopted California Building, Residential, Green Building, Electrical, Plumbing and Mechanical Codes.

Research methods and sources of information related to building code enforcement.

Pertinent local, State, and Federal laws, codes, and regulations.

Modern office equipment and procedures including use of a variety of software applications.

Principles and practices of customer service.

Ability to:

Organize, assign and review the work of staff engaged in a variety of building inspection or plan check activities.

On a continuous basis, know and understand all aspects of the job; analyze technical plans and reports; know, understand, interpret and explain department and program policies, procedures, rules, codes, laws, and operational procedures; observe, analyze, evaluate and solve building inspection and plan check problems/issues, taking appropriate course of action; remember various plan check rules and codes.

Intermittently sit at desk while studying or preparing reports; stand at a counter for long periods of time; twist to reach equipment or materials; stand, walk balance, stoop, kneel, climb, crawl, and bend while performing field inspection and plan check duties; perform simple grasping and fine manipulation use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Independently perform duties related to the direction and coordination of residential and commercial plan review activities including the enforcement of City building regulations.

Apply technical knowledge and follow plan check techniques in examining workmanship and materials.

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

Advise on standard construction methods for requirements for commercial, industrial, and residential buildings.

Interpret and apply pertinent Federal, State and local laws, codes and regulations.

Determine if construction systems conform to City Code requirements.

Read, interpret, and apply complex building plans and code requirements.

Make arithmetical computations rapidly and accurately.

Use a variety of personal computer software, including word processing, spreadsheet, and data base applications.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

Senior Building Plans Examiner

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Experience

Two years of experience performing work similar to that of a Building Plans Examiner II in the City of Roseville.

Training

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree supplemented by college level courses in Building Inspection Technology or related field including classes in the C.E.C., C.B.C., C.M.C., and C.P.C.

License or Certificate

Possession of a valid California driver's license by the date of appointment.

Possession of an I.C.C. certification plans examiner by the date of appointment.

Possession of, or ability to obtain, and I.C.C. certification as a plumbing, mechanical, and electrical inspector and/or building inspector is highly desirable.

12-19-18

11-15-12 Senior Building Plans Examiner