

DEFINITION:

Under general supervision, to analyze, review, complete structural calculations and specifications for compliance with established uniform building codes and other applicable laws and ordinances; prepares comprehensive plan review reports; provides assistance at the permit counter; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level classification in the Plans Examiner Series. Incumbents perform plan checking of the less complex and smaller projects.

EXAMPLES OF DUTIES:

- Checks plans and specifications and structural calculations for residential, commercial, industrial, and public buildings and structures for compliance with uniform building codes, grading ordinances and other related county, state and federal laws; ensures that plans meet the requirements of related building codes, regulations, and restrictions; makes corrections of deficiencies where required.
- Check building plans and calculations for compliance to Title 24 of the State of California Residential and Nonresidential Energy Standards
- Compute the fees for all building projects
- Write correction letters and comments on building permit application and energy compliance calculations
- Assist builders, architects, homeowners, and developers, with interpretation of City and State codes and ordinances, State of California energy standards and requirements on the telephone and at the front counter
- Prepare reports and written correspondence relating to corrections and deficiencies in submittals
- Reviews and ascertains whether plans conform to building code ordinances and other building requirements.
- Advises applicants of needed changes and suggests means of changing plans for compliance.
- Checks property descriptions.
- Confers with owners, architects, engineers, contractors and the general public on building, zoning, and energy requirements.
- Prepares monthly reports as required in this department.
- Collects fees.
- Issues permits and receipts.
- Maintains financial records.
- Reports all building or code violations to the proper authorities.

MINIMUM QUALIFICATIONS:

Knowledge of:

Basic principles and practices of engineering and architecture as applied to building construction and structural design; Methods, materials, and techniques used in building construction; California Building Code, Plumbing Code, Mechanical Code, Electrical Code, City codes and State regulations, and California State energy regulations; and basic math;

Ability to:

Apply knowledge and follow proper techniques, read and interpret building plans project specifications, and industrial blue prints; advise on standard construction methods and requirements; read interpret, and apply applicable laws, codes, rules and regulations for the review of building construction plans; understand check structural engineering computations; interact effectively with the public and staff; maintain cooperative working relations with buildings, contractors and the general public; ability to enforce necessary regulations with firmness and tact;

Education, Training and Experience:

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

- Equivalent to completion of thirty units from an accredited college or university with major course work in engineering, architecture or related field and three years of journey level experience in architectural design, drafting, or inspection experience; or
- Equivalent to graduation from high school and four years of journey level experience in architectural design, drafting or inspection experience, or two years as a Building Inspector.

SPECIAL REQUIREMENTS:

Possession of a valid California driver's license. An ICC Plans Examiner Certificate is required within one year of appointment to the County service.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Mobility to transverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling; color vision to inspect electrical wiring; hearing and speech to communicate in person and by telephone; smell to detect gas or sewage leaks; touch to determine hot or cold water fixtures; manual dexterity to grasp tools and electrical devices; ability to lift and carry

PLANS EXAMINER

County of Calaveras

Range # 7440 (Non-Exempt)

items weighing up to 75 pounds for distances up to 50 feet, use standard office equipment; physical ability to sit or otherwise remain stationary at work post for long periods of time; manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large documents holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen;, Exposure to variations in temperature and humidity; exposure to grease, oil, cleaning supplies and various chemicals. Contact with staff and the public.

OTHER REQUIREMENTS:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in the documents and may be required to have specific job-related knowledge and skills.

Established: April, 1985

Revised: January, 1996

Revised: June, 2016 Preliminary Budget

Resolution: