

BUILDING PLANS EXAMINER I
BUILDING PLANS EXAMINER II

DEFINITION

To perform duties related to reviewing and approving building construction plans ensuring compliance with pertinent codes and ordinances; and to provide assistance to the public with respect to permit process, code application, and code interpretation.

DISTINGUISHING CHARACTERISTICS

Building Plans Examiner I - This is the entry level class in the Building Plans Examiner series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Building Plans Examiner I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Building Plans Examiner II - This is the full journey level class in the Building Plans Examiner series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Building Plans Examiner I

Receives immediate supervision from an assigned supervisor and may receive technical and functional supervision from the Building Inspection Supervisor.

Building Plans Examiner II

Receives general supervision from an assigned supervisor and may receive technical and functional supervision from the Building Inspection Supervisor.

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

Examine construction documents for proposed structures for completeness and conformity with all codes and ordinances including structural, mechanical, electrical and energy calculations, safety and health features, use of material, placements in the property, and setbacks.

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Correct detected defects or inadequacies; by requiring that corrections be made to meet the requirements of pertinent City codes.

Assist building permit applicants in completing applications; assist other departments and the public with researching and finding requested construction documents; research and answer questions at front counter and via phone and email.

Determine plan examination, permit and other fees and valuation on plans submitted.

Explain disapprovals or modification recommendations to applicants for permits.

Confer with architects, engineers, contractors, owners and the general public on proposed projects to resolve problems.

Coordinate with other departments on project requirements.

Make field investigations of structural problems, covering failures, instability, proper installation of unusual designs, materials or equipment, and other unsafe conditions; prepare reports and make recommendations on solutions.

Develop informational handouts/checklists related to plan check requirements for public distribution.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Building Plans Examiner I

Knowledge of:

Types of building construction materials and methods; building and zoning codes and ordinances enforceable by the City.

Pertinent federal, state, and local laws, codes, regulations, and ordinances enforceable by the City, including the adopted Model Building, Electrical, Plumbing and Mechanical Codes.

Procedures and techniques of plan review.

Principles of structural design and engineering mathematics.

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

Ability to:

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

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel, and twist to reach equipment or materials; perform simple and power grasping pushing, pulling, and fine manipulation; use telephone, and write or use keyboard to communicate through written means and lift and carry weight of 25 pounds or less.

Learn to interpret and apply pertinent federal, state, and local laws, codes and regulations; apply City codes and policies regarding building and zoning.

Learn to determine if construction systems conform to City code regulations.

Locate, read and interpret building plans, maps, engineering calculations, soil reports, project specifications and industrial blue prints.

Make engineering and mathematical computations rapidly and accurately; understand and carry out oral and written directions.

Work independently in the absence of supervision.

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

Experience:

One year of increasingly responsible building plan examination, architectural design, drafting, and/or inspection experience.

Training:

Completion of thirty units from an accredited college or university with major course work in engineering, architecture or a related field. (Note: Possession of a

valid I.C.C certificate as a Building Plans Examiner can substitute for the thirty units from an accredited college or university.)

License or Certificate

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

Possession of a valid I.C.C. certificate as a Building Plans Examiner is required within one year of appointment to the position.

Building Plans Examiner II

In addition to the qualifications of Plans Examiner I:

Knowledge of:

Principles and techniques of building plan examination work.

Principles of structural design and engineering mathematics.

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

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

Ability to:

Apply technical knowledge and follow proper examination techniques.

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

Read and interpret complex building plans, specifications, and building codes.

Advise on requirements for residential, commercial, and industrial buildings.

Provide technical assistance to other building examination staff in assigned area of specialization.

Enforce necessary regulations with firmness and tact.

Determine whether construction systems conform to City code requirements.

Experience and Training

Experience

Two years of increasingly responsible building plan examination experience similar to that of a Building Plans Examiner I with the City of Roseville, which includes at least one (1) year as an I.C.C. certified Building Plans Examiner.

Training:

Completion of thirty units from an accredited college or university with major course work in engineering, architecture or a related field. (Note: An additional one (1) year of experience performing as an I.C.C. certified Building Plans Examiner can substitute for the thirty units from an accredited college or university.)

License or Certificate

Possession of a valid I.C.C. certificate as a Building Plans Examiner by the date of appointment.

05-06-19

07-18-16

05-12-07

10-06-03

07-01-99

06-03-98

10-01-88

12-16-83