

**PLAN CHECKER**

**DEFINITION**

Under general supervision, reviews building plans related to residential and commercial and industrial new constructions, alterations or remodels for conformance to code standards; makes corrections on such plans; approval of plans; and does other related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the journey level classification within the professional plan checking series. This class differs from Senior Plan Checker in that the Senior Plan Checker is the overall coordinator of the building plan checking process and is responsible for checking and correcting the more complex plans for compliance.

**SUPERVISION RECEIVED**

This classification receives general supervision from the Building Official or an assigned manager.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES**

Duties may include but are not limited to the following:

Reviews plans and specifications for compliance with all City of Hayward, State of California, and Federal codes and regulations as they apply to proposed construction projects.

Provides building owners, designers and contractors with information related to the City's building construction process, inspection code requirements and the plan check process. Coordinates with appropriate City divisions or departments for completion of plan reviews.

Provides plan review corrections when not in compliance and approves plans and applications when in compliance.

Reviews and orders soils and other special reports as required and/or as necessary.

As directed, creates and issues encroachment permits for sewer lateral work and repair.

Responds to questions about codes, codes interpretation, construction problems, and energy conservation alternatives from the public, contractors and design professionals.

ESSENTIAL DUTIES (Continued):

May conduct field inspections on questions of permit compliance.

Maintains department's reference library.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Relevant federal, state, and local building codes including building, housing, plumbing, mechanical and electrical, seismic, green building and solar.

Construction principles, particularly wood frame construction.

Reading and interpreting all construction blueprints and visualizing three dimensionally from rough plans.

Ability to:

Read and understand detailed construction plans and blueprints to ensure proposed construction is in compliance with applicable national, state and local construction codes and regulations.

Analyze plans and specifications and detect code violations.

Communicate effectively orally and in writing, with the general public, permit applicants, design professionals, and co-workers.

Make decisions quickly.

Constantly shift attention in order to respond appropriately to a wide variety of problems and demands.

Deal tactfully in a code enforcement capacity.

Stay abreast of changes in relevant codes.

Provide excellent customer service to the department and public.

Work effectively in a team-oriented environment.

## EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of responsible experience in building, electrical, plumbing or mechanical plan review or a combination of plan review and inspection.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in architecture, engineering, or a closely related field.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License is required. Possession of an ICC Certification as a Plans Examiner is highly desired or must be obtained within one (1) year from date of hire.

## SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, email, in person, and to small or large groups and be clearly understood; travel to various locations and participate in meetings to conduct City business; read and comprehend technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely lift, carry and maneuver office supplies and computer related equipment, documents, or boxes of, weighing up to 40 pounds. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

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Created: June 1978

Revised: January 2014

AAP GROUP: 5

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt