

SENIOR PLAN CHECKER

DEFINITION

The Senior Plan Checker is responsible to check the more complex building plans submitted by the public for conformance to architectural standards; to provide the applicant with a list of needed corrections on such plans and process the plans through other individuals and city divisions and departments for further plan checking in their respective specialty areas, and to perform other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Building Official. Assignments may include providing support and acting as the resource person to subordinate plan checking personnel and other city departments.

DISTINGUISHING CHARACTERISTICS

This classification differs from that of the next higher class of Plan Checking Engineer in that the Plan Checking Engineer is required by education and experience to be a professional civil or professional structural engineer capable of making detailed structural engineering calculations and corrections to plans and specifications. The Senior Plan Checker is primarily concerned with code compliance considerations related to architectural and life safety aspects of building plans. This classification differs from the lower class of Plan Checker in that the Senior Plan Checker deals more with processing building permit applications, issuing building permits at the front counter, and coordinating the distribution and processing of plan checks.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include but are not limited to the following:

1. Logs in most building plans submitted and distributes to appropriate individuals to complete the plan checking process.
2. Performs the code compliance plan checking function as it relates to architectural considerations on the more complex commercial and industrial structures.
3. Insures the technical quality of plan check review and permit application processing.
4. Assists in training Plan Checkers and Permit Technicians.

5. Assists in maintaining and enhancing permit issuing and tracking procedures to resolve problems and improve efficiency.
6. Discusses preliminary plans with architects, engineers and developers regarding code requirements based on location of structures on property, occupancy and type of construction.
7. Discusses interpretation of various sections of the Building Code and reasons for the requirements with the public.
8. Discusses a wide variety of questions relating to building, electrical, plumbing and mechanical code requirements with homeowners and contractors.
9. Coordinates the flow of building plans through the entire plan checking process and follows up to insure timely completion.
10. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- A. Building, housing, plumbing, mechanical and electrical codes and related state and local codes.
- B. State of California Handicap Access Requirements.
- C. Good plan checking procedures, techniques and engineering practices.
- D. Architectural and engineering design relating, but not limited to, soils mechanics, concrete design, fire protection, grading, masonry, wood frame and street construction.

Ability to:

- E. Analyze plans and specifications and detect code violations.

- F. Deal tactfully and courteously with the general public, architects, engineers and developers.
- G. Express ideas clearly both verbally and in writing.
- H. Coordinate work flow and follow through to completion in a timely manner.
- I. Effectively supervise subordinate plan checking personnel.

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:

A combination of education and experience equivalent to graduation from college with a degree in architecture, engineering or a closely related field plus two (2) years experience in building, electrical, plumbing or mechanical inspection work;

or

A combination of education and experience equivalent to High School equivalency and a minimum of five (5) years experience in building, electrical, plumbing or mechanical inspection work or progressively responsible experience in a variety of building construction work, preferably including one (1) year in a supervisory capacity.

Desirable qualifications include certification as a plans examiner issued by the International Conference of Building Officials (ICBO).

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment: ability to sit, stand, walk, kneel, squat, climb and lift up to 30 pounds and to work outdoors or in a confined workspace.

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Senior Plan Checker (continued)
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PROBATIONARY PERIOD: One Year

611CS91

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AAP GROUP: 5

FPPC STATUS: Non Designated

FLSA STATUS: Non-Exempt

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