

# CITY OF REDWOOD CITY PLAN CHECK ENGINEER

## **DEFINITION**

To review plans and coordinate the city's review of construction plans and calculations for compliance with city, state, and model code requirements.

## **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Chief Building Official.

Responsibilities include direct and indirect supervision of other Building Division personnel.

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

1. Review construction plans and calculations for compliance with building, plumbing, mechanical and electrical codes and other city and state requirements.
2. Coordinate the plan checking activities with other city personnel, outside agencies, and professional consultants.
3. Conduct training programs for Building Division personnel.
4. Perform complex structural field inspections.
5. Provide technical information regarding codes and compliance methods to architects, engineers, contractors, developers, other city staff, and the general public.
6. Prepare and maintain a variety of statistics, reports, memos, and correspondence on plan review and permit matters.
7. Represent the Building Division at meetings of the City Council, Board of Building Review, other Boards and Commissions, and at professional and public meetings as required.
8. Serve, as Acting Chief Building Official When Building Official is absent.
9. Perform related duties as assigned.

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PLAN CHECK ENGINEER (*Continued*)**

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**QUALIFICATIONS**

**Knowledge of:**

Principals of structural, plumbing, mechanical, and electrical design and plan review.

Building construction and materials.

Model codes, city and state regulations.

Principals of supervision and training.

**Ability to:**

Analyze and accurately check building construction plans, calculations, and specifications.

Establish and maintain cooperative relations with architects, engineers, contractors, developers, other city staff, and the general public.

Communicate clearly and concisely, orally and in writing.

Supervise, train, and evaluate subordinate personnel.

Meet appropriate physical demands necessary for adequate job performance.

**PHYSICAL CHARACTERISTICS**

Must be in sufficiently good health to perform job duties.

**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:**

Five years of increasingly responsible experience in the design or review of public, commercial, industrial, or residential buildings.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major work in structural, mechanical, or civil engineering, architecture, or a closely related field.

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**License or Certificate:**

Possession of a certificate of registration as an Architect or Engineer in the State of California.

Possession of a valid California Driver's license.

**Effective Date:** September, 1986

**Bargaining Group:** Redwood City Management Employees' Association