

CITY OF REDWOOD CITY PLAN CHECKER

DEFINITION

To assist in the review of building plans and specifications for compliance with city, state and model code requirements; provide advice and interpretations to clients; and process building permit applications.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Plan Check Engineer.

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

Review construction plans for compliance with building, plumbing, mechanical and electrical codes and other city and state requirements.

Coordinate the plan review with other city personnel, outside agencies, and professional consultants.

Calculate fees and issue permits for work to be performed.

Provide technical information regarding codes and compliance methods to clients, other city staff, and the general public.

Prepare and maintain a variety of statistics, reports, memos, and correspondence on plan review and permit matters.

Make field inspections to assure compliance with applicable codes and regulations.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principle of building, plumbing, mechanical and electrical design and plan review.

Building construction and materials.

Model codes, city and state regulations.

**CITY OF REDWOOD CITY
BUILDING INSPECTOR (*Continued*)**

Ability to:

Analyze and accurately check building construction plans, energy 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.

Physical Characteristics:

Must meet appropriate physical demands necessary for adequate job performance.

Experience and Education:

Any combination of experience and education that provides the desired knowledge and abilities listed below will qualify an applicant. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in the design, review or inspection of buildings.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in structural, mechanical, or civil engineering, architecture, or a closely related field. Two years additional experience may be substituted for the education requirement.

License or Certificate:

Possession of a California Driver's License and a satisfactory driving record is required. Certification as a plans examiner by I.C.B.O. is desirable.

Effective Date: July, 1990

Bargaining Group: Service Employees' International Union - Local 715