

CITY OF REDWOOD CITY ASSISTANT PLAN CHECKER

DEFINITION

To assist in the review of residential and minor commercial building plans and specifications for compliance with City, State, and model code requirements; to provide advice and interpretations to clients; and to process building permit applications.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Plan Check Engineer.

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Review construction plans for compliance with building, plumbing, mechanical, electrical, disabled access, and energy codes, and other City and State requirements.
2. Coordinate the plan review with the other City personnel, outside agencies, and professional consultants.
3. Calculate fees and issue permits for work to be performed.
4. Provide technical information regarding codes and compliance methods to clients, other City staff, and the general public.
5. Prepare and maintain a variety of statistics, reports, memos, and correspondence on plan review and permit matters.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of building, plumbing, mechanical, electrical, disabled access, and energy design, and plan review.

Building construction methods and materials.

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City, State, and model code requirements and regulations.

Ability to:

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

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Work effectively within a team setting and contribute toward the team's overall success.

Skill to:

Operate a motor vehicle safely.

Effectively organize schedules, files, projects, and technical data.

Proficiently operate personal computer and building permit computer systems.

Operate modern office equipment.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

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

Training:

Equivalent to an Associate Degree in an applicable field. 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 is highly desirable.

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License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Obtain certification as a plans examiner by I.C.B.O. within two years of employment.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment.

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**ADA
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. SDE
3. SDE
4. SDE
5. SDE

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: July, 2001

Bargaining Group: Service Employees' International Union - Local 715