

CITY OF MILPITAS
Effective: June 1986
Revised: 2/01; 2/05
EEOC: Technician
FLSA: Non-Exempt
Unit: ProTech
Physical: 2

PLAN CHECK ENGINEER
Building Division

DEFINITION

Under general direction, perform plan examination to ensure compliance with building codes, applicable laws, state regulations, city ordinances, acceptable engineering practices, and nationally recognized standards; to assist permit processing and field inspectors in resolving code related problems.

DISTINGUISHING CHARACTERISTICS

This is a journey level class where the incumbents possess the applicable educational and training background, appropriate certificates and licenses in the field, as well as practical work experience. Lead technical staff as assigned.

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

- Perform independent building and plan examinations concerning the construction or alteration of industrial, commercial, and residential structures to determine compliance with applicable codes, laws, and regulations.
- Check complex plans and calculations to determine loading on roofs, walls, and floors; size and spacing of beams, rafters, and joists; amount and size of reinforcing in concrete members; type of structural connections and adequacy of design to meet earthquake, wind load, and material stress requirements.
- Make independent analysis as required.
- Check plans for conformance to non-structural items such as building classification and occupancy, exiting systems, state accessibility, and energy conservation regulations.
- Answer questions and give instructions to architects, engineers, contractors, and owners regarding building code requirements, application of various codes, and structural requirements.
- Make field inspections and advise Building Inspectors regarding structural and other problems arising in the field, as needed.

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Plan Check Engineer - Building

- Train technical counter staff in the screening of plans for completeness.
- Prepare reports and correspondence.
- Stay informed regarding building codes; new building construction methods and materials.
- Performs other duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil and structural engineering design and non-structural building analysis.
- Building techniques and materials.
- Accepted construction methods.
- Building and related codes and ordinances enforced by the City, specifically Building, Mechanical, Plumbing, Electrical, and Housing Codes, and state amendments.

Ability to:

- Apply knowledge and follow proper techniques when examining plans and specifications.
- Detect deviations from regulations and standard practices.
- Read and interpret building plans, specifications, and building codes.
- Advise on accepted construction methods and requirements.
- Establish and maintain positive and effective working relationships with City staff, builders, design professionals, and the general public.
- Communicate effectively, both orally and in writing
- Enforce necessary regulations with firmness, fairness, and tact.
- Keep records and prepare oral and written reports.
- Use office/business software.
- Keep abreast of current construction standards, codes, and regulations.

EXPERIENCE AND EDUCATION

Experience:

Two (2) years of responsible experience performing structural and architectural plan check reviews.

Education:

Bachelor of Science degree from an accredited college/university with major course work in civil or structural engineering or architecture.

License or Certificate:

Must possess Professional registration as an Architect, or Civil or Structural Engineer in the State of California; AND must possess or obtain an International Code Council (ICC) Plans Examiner Certification within 12 months of appointment.

Possess and maintain an appropriate, valid California Driver's License.

SPECIAL REQUIREMENTS: *Essential duties require the following physical abilities and work environment:*

General office environment; sit and/or stand for long periods of time, repetitive keyboarding; reach, squat, lift, and carry up to 25 pounds; able to travel to various locations within and outside the City of Milpitas.

Approved by:

City Manager

Date

Human Resources Director

Date