

CITY OF MILPITAS
Established: 05/03/93
Revised: May 06
EEOC: Technician
Unit: Protech
FLSA: Non-exempt
Physical: 1

PLAN CHECKER

DEFINITION

Under general direction perform plan examination to insure compliance with Building Codes, applicable laws, state regulations, city ordinances and nationally recognized standards. Review for residential, commercial and industrial plans. To assist in permit processing and to assist building inspection in resolving code related problems.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class where the incumbents possess the applicable education and training background, appropriate certificates as well as practical work experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Plan Check Engineer.

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

Performs 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.

Checks plans for conformance with non-structural items such as building and occupancy classification, exiting systems, state accessibility and energy conservation regulations, mechanical, plumbing and electrical code requirements.

Answer questions and give instructions to architects, engineers, contractors and homeowners regarding building, plumbing, mechanical, electrical, and various other code requirements.

Coordinate review of submittals with other City departments.

Make field inspections and advise Building Inspectors when needed.

EXAMPLES OF DUTIES

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

Stay informed regarding building codes, new building construction methods and materials.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Building related codes enforceable by the City, specifically the California Building, Mechanical, Plumbing, and Electrical Codes and state amendments.
- Principal of building, plumbing, mechanical, and electrical design and plan review.
- Accepted safety standards and methods of building construction.

Ability to:

- Apply knowledge and follow proper techniques when examining plans and specifications and detect deviations from regulations and standard practices.
- Read and interpret building plans, specifications and building codes.
- Establish and maintain effective professional working relationships with city staff, builders, design professionals, and the general public advising them on standards of construction methods and requirements.
- Communicate effectively, orally and in writing.
- Enforce necessary regulations with firmness, fairness and tact.
- Keep records and prepare oral and written reports.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and ability would be:

Experience: Two years of responsible plan check experience in a public agency or three years of increasingly responsible experience in the design or inspection of buildings.

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

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LICENSE OR CERTIFICATE

Possession and maintenance of a valid California Driver License may be required.

Possession of a Plans Examiner Certificate issued by the International Code Council within one year of employment.

SPECIAL REQUIREMENTS:

Essential duties requires 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 15 pounds; able to travel to various locations within and outside the City of Milpitas.

Approved by:

City Manager

Date

Human Resources Director

Date