

CITY OF MILPITAS  
EFFECTIVE: 8/14/88  
EEOC: Professional  
FLSA: Exempt  
UNIT: Protech Planning  
& Code Enforcement  
PHYSICAL: 1

### SENIOR PLAN CHECK ENGINEER

#### DEFINITION

To supervise, schedule and coordinate the office activities of the Building Inspection Division; to perform plan examination to insure compliance with technical codes, applicable laws, State regulations, City ordinances, acceptable engineering practices and nationally recognized standards; and assist in the training of assigned plan check personnel.

#### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Plan Check Engineer series. The Senior Plan Check Engineer classification is distinguished from other classes in the Plan Check series by the responsibility assumed for supervising and coordinating the office operations of the division, as well as perform the more complex duties assigned to positions within this series.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Building Official.

Exercises direct and indirect supervision over assigned personnel.

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

Supervise, schedule and coordinate the office activities of the Building Inspection Department.

Assign workload to assigned staff and determine which projects are to be subcontracted.

Respond to questions and concerns of assigned staff and the public.

Provide training to new staff members in terms of City policies, procedures, rules and regulations.

Provide ongoing training to assigned staff; ensure uniform application of the appropriate codes, rules, and regulations.

CITY OF MILPITAS  
Senior Plan Check Engineer (Continued)

EXAMPLES OF DUTIES

Perform plan examinations to insure compliance with technical codes, applicable laws, State regulation, City ordinances, acceptable engineering practices and nationally recognized standards.

Coordinate and participate in preliminary plan review activities with designers and developers.

Coordinate division activities with other City departments, divisions, and sections and with outside agencies.

Assume responsibility for the entire Building Inspection Division in the absence of the Chief Building Official and the Senior Building Inspector as required.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of structural engineering design as related to buildings.

The Uniform Building, Mechanical, Plumbing and Electrical Codes.

State regulations and local ordinances.

Principles of supervision, training and performance evaluations.

Ability to:

Supervise, schedule and coordinate the office activities of the Building Inspection Division.

Interpret and apply applicable laws, rules and regulations.

Communicate effectively, orally, and in writing.

Establish and maintain effective working relationships with contractors, developers, architects, and City staff.

Train and evaluate assigned personnel.

CITY OF MILPITAS  
Senior Plan Check Engineer (Continued)

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 abilities would be:

Experience:

Four years of responsible experience performing plan check engineering or structural design work including supervisory/lead responsibilities.

Education:

Equivalent to a Bachelor of Science Degree from an accredited college or university with major course work in civil or structural engineering.

License or Certificate:

Possession of an Engineering-in-Training certificate.

Registration as a professional civil engineer in the State of California to be attained within 12 months of appointment.

Possession of an I.C.B.O. Plans Examiner Certificate.

Approved by:

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City Manager