Culver CITY
ADMINISTRATIVE SERVICES DEPARTMENT

PLAN CHECK ENGINEER

DEFINITION

Occupants of this classification are in the classified service. These positions check residential, industrial, and commercial building plans for structural integrity and conformity with construction codes.

SUPERVISION RECEIVED AND EXERCISED

Works under administrative direction of the Building Official and/or Deputy Building Official, who outlines work assignments, occasionally reviews work in progress, and periodically reviews completed work. May oversee and review the work of the Plan Check Technician.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Checks the more complicated and involved building plans for structural integrity and compliance with construction codes, zoning regulations, local ordinances, and state laws.
2. Provides information to the public about ordinances regulating construction and property development.
3. Approves and issues permits.
4. Interprets code requirements for and consults with architects, contractors, property owners, building inspectors, and the public on all aspects of building design and construction.
5. May inspect building and construction work to verify compliance with safety standards and codes. Assists in training of construction inspectors.
6. Assures plans comply with local planning, zoning, engineering and redevelopment. In coordination with other City offices serves as key position responsible for tracking the plan check time/building permit issuance process.
6.7. Oversees contract consultant work when applicable.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:
*   California Code of Regulations, California, Building Code, Cal-Green state accessibility standards, energy codes, and local Building Ordinances.
*   Building construction methods and materials, and the uniform intergovernmental system of building, housing, plumbing, mechanical, and electrical codes.
*   Principles of civil and structural engineering.
*   Local Building Ordinances.

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Skill and Ability to:
- Review and analyze building plans, structural calculations, and code requirements.
- Prepare written reports.
- Deal tactfully with property owners and the public.
- Perform work requiring physical dexterity.
- Coordinate/assimilate interdepartmental development requirements into the construction plan check process.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license. Possession of a~~n Engineer in Training Certificate or a Plan Check Certification, by the International Conference of Building Officials.~~ State of California license as a Civil Engineer, Structural Engineer or Architect. Certification as a Building plans Examiner by the International Code Council (ICC) or an equivalent nationally recognized organization, required prior to completion of the probationary period.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying A typical way to obtain the knowledge, skills, and abilities would be: A Bachelor's degree from an accredited college or university with major coursework in civil engineering, architecture or a related field and three years of progressively responsible experience performing building plan checking, structural design, or related professional engineering work. Municipal building/structure plan check experience is highly desirable. ~~in civil, construction or structural engineering and zoning.~~

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Is subject to office environmental conditions.