



**CITY OF CULVER CITY**  
**invites applications for the position of:**

**PLAN CHECK ENGINEER**

An Equal Opportunity Employer

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**SALARY:** \$7,364.74 - \$8,989.54 Monthly

\$88,376.76 - \$107,874.52 Annually

**OPENING DATE:** November 8, 2021

**CLOSING DATE:** November 22, 2021 05:00 PM

**THE CITY:**

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$238 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

**THE POSITION:**

The positions assigned to this classification are responsible for checking residential, industrial, and commercial building plans for structural integrity and conformity with construction codes. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

- Checks the more complicated and involved building plans for structural integrity and compliance with construction codes, zoning regulations, local ordinances, and state laws.
- Provides information to the public about ordinances regulating construction and property development.
- Approves and issues permits.
- Interprets code requirements for and consults with architects, contractors, property owners, building inspectors, and the public on all aspects of building design and construction.
- May inspect building and construction work to verify compliance with safety standards and codes. Assists in training of construction inspectors.
- 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.
- Oversees contract consultant work when applicable.

**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 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 experiences highly desirable.

**License and Certificates:** Possession of a valid California Class C driver's license. Possession of a State of California license as a Civil Engineer or 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.

**EXAMINATION PROCEDURES:**

Applicants must receive a passing score on all the following examination components in order to be placed on the eligible list. **Please note:** There is a six month waiting period to re-test; therefore, applicants

who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.

## COMPONENTS

**Written Test (weighed at 40%):** To evaluate education, experience, training, and personal qualifications. (Tentatively scheduled for \_\_\_\_\_).

**Appraisal Interview (weighed at 60%):** To evaluate education, experience, training, and personal qualifications. (Tentatively scheduled for \_\_\_\_\_).

## ADDITIONAL INFORMATION:

***The provisions of this job posting does not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.***

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

## Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

## Conditions of Employment:

Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

Pre-placement medical evaluation including drug screen (select positions)

Proof of COVID-19 Vaccination (all positions)

E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

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Applications may be filed online at:

<http://www.culvercity.org/jobs>

9770 Culver Blvd. Culver City, CA 90232

Main Line 310-253-5640

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