

Job Code

Approved/Adopted Date

7195

05/04/05

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**

**CLASSIFICATION SPECIFICATION**

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**TITLE: PLAN CHECK ENGINEER**

**DEFINITION**

Under general supervision, to perform civil engineering work in the review of calculations and plans submitted for industrial, residential, land or commercial developments or in street, storm drain, or sewer grading; and to do related work as required.

**REPORTS TO:** Senior Engineer, Public Works

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Senior Engineer, Public Works. Exercises close to general supervision over technical and administrative support staff as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Maintain engineering plans and records.
- Coordinate the processing of development cases, which includes researching of existing conditions, establishment of requirements, preparation of fees and bonding estimates, checking plans and required covenants and agreements and preparation of Council reports for case completion.
- Answer questions from engineers, architects, developers, contractors and the general public regarding City regulations and policies.
- Conduct field inspections; investigate field problems affecting property owners, contractors and maintenance operations.
- Assist at the counter in calculating fees, issuing permits and dispensing general and technical information.
- Coordinate plan review activities with other City departments and divisions and with outside agencies, developers and engineers.
- Review and process grading plans for private developments to ensure that they meet all requirements of the Uniform Building Code, the Environmental Protection Commission and any other applicable City or State imposed requirements.
- Review and process engineering plans for private developments affecting streets, sewers, storm drains and related facilities and ensure that they meet all City-imposed requirements.
- Review hydraulics and hydrology studies submitted for proposed developments: check calculations for establishment of limits of proposed Water Course Zones; make field investigations of drainage problems and complaints and make proposals for resolution of the problems.
- Assist in the preparation and review of various requires covenants and agreements as they may apply to conditions of approval for a development.
- Assign routine investigation, design and drafting tasks to technical staff; review completed work; assist in the

solution of difficult problems.

## **QUALIFICATIONS**

### **Knowledge of:**

- Applicable laws, regulations and codes.
- Construction methods and materials.
- Personal computer operation and relevant software applications.
- Principles of supervision, training and performance evaluation.

### **Ability to:**

- Perform complex plan review engineering work.
- Communicate clearly and concisely, orally and in writing.
- Accurately interpret and make decisions in accordance with laws, regulations and policies.
- Operate a personal computer and applicable software programs.
- Supervise, train and evaluate technical personnel.

### **Education and Experience:**

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:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in civil engineering. An Engineering in Training Certificate may substitute for two years of education.

Experience: Two years of professional experience in civil engineering depending on assignment. Two years of experience may substitute for two years of education.

**MEDICAL CATEGORY:** Group 1

### **NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

### **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Plan Check Engineer

**TO:** Senior Plan Check Engineer