

7201

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

01/27/00

Revised

TITLE: SENIOR PLANS EXAMINER

DEFINITION

Under general direction, to supervise and review plans for subdivision developments, multi-unit residential, and commercial/industrial building projects for compliance with established codes, ordinances, and other applicable regulations; to provide information and assistance at the public counter to architects, engineers, contractors, homeowners, the general public, and others; to supervise assigned personnel; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Plans Examiner by the level of experience, complexity of job assignments, expertise in disability access issues, and responsibility for the supervision, training, and evaluation of plan check and permit issuance staff. This class is further distinguished from the Senior Plan Check Engineer in that incumbents in this class do not perform difficult and professional structural or civil engineering work.

REPORTS TO: Building Official

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Building Official. Exercises general supervision over technical and clerical support staff, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Examine and review plans and specifications submitted for residential tracts, multi-unit residential, and commercial industrial buildings for compliance with codes, ordinances, and other applicable regulations.
- Review plans and calculations to ensure appropriate use of materials and construction installations.
- Perform field inspections and assist field inspectors and other staff with complex or unusual requirements for residential and other structures.
- Prepare and maintain files, reports, and records of activities and procedures.
- Assist at the public counter in calculating fees, issuing permits, and dispensing general and technical information.
- Provide training to the Building and Safety Division staff.
- Answer questions from homeowners, architects, engineers, contractors, and the general public regarding the City's policies and procedures, related codes, ordinances and regulations.
- Coordinate with other City departments, divisions, and outside regulatory agencies.
- Supervise, train, and evaluate assigned plan check and permit issuance staff.

QUALIFICATIONS

Knowledge of:

- Basic engineering principles.
- Applicable laws, regulations, and codes including expertise in disabled accessibility regulations.
- Permit issuance process, including fee calculations, contractor license laws, and related statutes.
- Advanced concepts in construction methods and materials.
- Personal computer operation and relevant software applications.

Ability to:

- Accurately interpret, explain to the public, and make decisions in accordance with building code requirements as defined in laws, regulations, codes, and policies.
- Issue permits and perform plan review of unusual and/or complex construction projects.
- Read plans and identify violations of the model codes.
- Communicate clearly and concisely, orally and in writing.
- Establish effective working relationships with those contacted in the course of work.
- Operate a personal computer and applicable software.

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: A Bachelor's degree from an accredited college or university with major work in architecture or a closely related field, OR ICBO certification as a Plans Examiner.

Experience: Five years of professional experience as a plan checker reviewing plans for conformance with the applicable building codes for governmental agency including at least one year of experience in plan checking related to disabled access regulations.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENTS

Possession of an International Conference of Building Officials (ICBO) Certification as a Plans Examiner.

Possession of, or ability to obtain, a Class AC@ California Motor Vehicle Operator=s License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Plans Examiner

TO: Senior Plan Check Engineer