

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Plan Check Engineer	Job Family: 3
General Classification: Professional	Job Grade: 34

Definition: To review commercial, industrial, and residential buildings and development plans for structural integrity and compliance with applicable code and permit requirements, and to perform related work as required.

Distinguishing Characteristics: The Plan Check Engineer is a full, journey-level position responsible for checking building permit applications for residential, commercial, and industrial construction. This classification examines and reviews plans and advises professional engineers, architects, designers, developers, contractors, and others concerning code requirements, engineering, and planning issues arising in the preliminary design for buildings and structures. The Plan Check Engineer works under the general supervision of the Chief Building Official and may provide technical guidance to City staff and consultants.

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

1. Advises professional engineers, architects, designers, developers, others, and the general public concerning code requirements, engineering, and planning problems arising in the preliminary design of buildings and structures.
2. Reviews plans, specifications, and structural calculations submitted for residential, commercial, and industrial developments to ensure compliance with adopted building codes, ordinances, laws, and regulations.
3. Advises professional engineers, architects, designers, developers, staff, others, and the general public regarding the compliance of buildings and sites with the State of California codes and regulations and Americans with Disabilities Act (ADA) for accessibility.
4. Prepares comprehensive code compliance lists during plan review.
5. Assists Building Inspectors in difficult or unusual code interpretation as it applies to various structures.
6. Conducts training programs and materials for Building Inspection Division personnel.

Position Title: Plan Check Engineer

Page 2 of 3

7. Promotes the minimum design of buildings based on structural adequacy and compliance with building codes and standards.
8. Coordinates plan check activities with other City departments and with outside agencies.
9. Provides technical information regarding codes and compliance methods to architects, engineers, contractors, developers, other City staff, and the general public.
10. Represents the Building Inspection Division at meetings of the City Council, boards, and commissions, and at professional and public meetings as required by the Chief Building Official.
11. Provides support to permit processing and counter activities; may issue permits after review of plans and make inspections of major projects.
12. Prepares clear, concise, and comprehensive reports, correspondence, and other required documents using a computer; uses Word and Outlook programs daily.
13. Maintains forms, records, and field reports relative to inspection activities and document findings; submits inspection reports into a report tracking system; performs other office duties as necessary.
14. Investigates violations and complaints; recommends alternatives to assigned supervisor.
15. Performs other related duties as assigned.

Minimum Qualifications:

Knowledge of: Applicable City, State, and Federal codes and ordinances relating to building and construction standards and requirements, specifically as related to Titles 19 and 24 of the California Administrative Code and California Building and Residential, California Plumbing, California Electrical, California Mechanical, and California Green Building Standards Codes; Americans with Disabilities Act and California Access Specialist Program; structural engineering principles and practices as applied to building design and construction; building construction and procedures and practices; problem-solving and conflict-resolution practices and techniques; principles and practices of supervision; technical report writing; office methods, procedures, computer software, and equipment.

Ability to: Provide knowledge of building and related codes and ordinances enforceable by the City, specifically: California Building and Residential Code, California Plumbing Code, California Mechanical Code, California Electrical Code, and California Green Building Standards Code; Federal and State Accessibility laws; State Housing Law; basic zoning, grading, and flood zone regulations; read, understand, and interpret construction blueprints, plans, and specifications; use the Internet and navigate the web to research various codes, laws, and other related information/records; inspect and analyze standard building construction and identify code violations; prepare accurate and precise reports and records; operate a computer using word processing and business software and other office equipment; perform assigned duties on construction sites; communicate clearly and concisely, both orally and in writing; use a phone and/or two-way radio; use safe work practices; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

A bachelor's degree from an accredited college or university in Civil or Structural Engineering or Architecture and four years (two years of which are in the State of California) of increasingly responsible experience in civil or structural engineering is required. A master's degree in structural engineering and/or a Certified Access Specialist (CASP) certification is highly desirable.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Class C Driver License and registration as a Professional Civil Engineer, Structural Engineer, or Architect in the State of California. Possession of a Plans Examiner Certification issued by the International Code Council (ICC) is desirable.

Working Conditions: Requires working in the office, field, and construction site environment; works at a public counter; required travel in motor vehicle from site to site; exposure to noise, dust, and other potential outdoor hazards; may be required to work occasional overtime and irregular hours.

Established: November 2013

Revised: April 2017

HRD/CLASS SPECS
Plan Check Engineer