

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Plan Check Examiner	<b>Job Family:</b> 3
<b>General Classification:</b> Professional	<b>Job Grade:</b> 30

**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:** This is the entry-level class within the Plan Check series responsible for independently performing work under general supervision. This class is distinguished from the journey-level Plan Check Engineer in that the latter has a higher level of responsibility for plan review, technical guidance, and oversight and is a registered engineer or registered architect.

Receives immediate supervision from the Chief Building Official and higher-level professional or management staff. May receive technical supervision from the Plan Check Engineer on complex or unusual plan checks.

**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. Coordinates plan check activities with other City departments and with outside agencies.

7. Provides technical information regarding codes and compliance methods to architects, engineers, contractors, developers, other City staff, and the general public.
8. Provides support to permit processing and counter activities; may issue permits after review of plans and make inspections of major projects.
9. Prepares clear, concise, and comprehensive correspondence and other required documents using a computer; daily use of Word and Outlook programs.
10. 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.
11. Investigates violations and complaints; recommends alternatives to assigned supervisor.
12. 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, 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. Procedures and techniques of plan review, types of building construction material and methods, codes, and Zoning Ordinance. Principles of site plan and architectural design review to determine compliance with appropriate State and local codes and ordinances. Research methods and sources of information related to building code enforcement. General office methods, procedures, computer software, and equipment.

Ability to: Learn to interpret and apply pertinent Federal, State, and local laws, codes, and regulations; apply City codes and policies regarding building, fire, and zoning. Learn to determine if construction conforms to City Code regulations. Read and interpret blueprints, maps, engineering calculations, and project specifications. Independently review routine plan submittals, ensuring compliance with all adopted codes. Perform field inspections and note deviation from approved plans, regulations, and standard construction practices at a job site.

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Provide: Knowledge of codes and ordinances to others; 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.

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

An associate degree and three years of increasingly responsible experience in permit processing, plan check, and/or building inspection for a city and/or county agency is required, including two years of which are in the State of California.

**Required Licenses or Certificates:** Possession of, or ability to obtain, a valid California Class C Driver License and a Plans Examiner Certification issued by the International Code Council (ICC).

**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: March 2017

Revised:

HRD/CLASS SPECS  
Plan Check Examiner