



BUILDING PLANS SPECIALIST

JOB SUMMARY: Under direction, performs complex technical work involving the processing of building permits; reviews applications and checks plans for completeness and compliance with building codes; acts as a technical resource for residential construction builders by providing consultation related to compliance with complex building codes; may provide lead or supervisory direction to lower level staff as assigned; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its ability to perform plan checks for complex residential construction projects / basic tenant improvements and the provision of technical assistance to builders with complex code compliance issues. It is distinguished from the Permit Technician by its ability to perform plan checks for complex construction projects and to provide supervisory direction. It is distinguished from the Building Plans Examiner by the latter's primary responsibility to perform complex plan checks.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Reviews complex construction plans for residential construction projects and basic tenant improvements for code compliance and completeness; typical projects reviewed include, but are not limited to; single family home construction or remodels, garages, and out buildings.
2. Provides technical consultation to builders regarding building codes for complex single family or multifamily residential construction projects.
3. Coordinates permit activities with departmental staff, other City departments, and outside agencies.
4. Ensures efficient and courteous service at the public counter.
5. Receives and processes permit applications and forms; calculates and collects fees, and issues permits in accordance with established procedures.
6. Provides general information regarding permit procedures and policies to the public.
7. Explains plan review corrections to architects, engineers, and contractors and provides information in response to code-related inquiries.
8. Coordinates permit activities with building inspectors, other City departments, and outside agencies.
9. Responds to inquiries and/or permit discrepancies.
10. Performs data-entry and maintains records utilizing electronic and manual recording keeping systems.
11. Routes plans to other departments according to prescribed procedures.
12. Checks engineering computations and specific materials for accuracy and conformance with application regulations.
13. Provides lead direction, work coordination, and training to lower level staff; may provide supervisory direction to lower level staff if assigned.

QUALIFICATION GUIDELINES:

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Three years of experience or technical support work related to plan checking for compliance with building codes.

KNOWLEDGE OF:

- Permit issuance process.
- Municipal planning and zoning codes.
- Building codes.
- Inspection requirements.
- Basic engineering standards and techniques.
- Advanced principles of structural design.
- Advanced concepts in construction methods and materials.
- General technical aspects of automated permitting systems.
- Applicable federal, state, and local laws, codes, and regulations governing permit issuance.

ABILITY TO:

- Process forms, applications, and plans for the issuance of permits.
- Review plans and specifications in compliance with applicable codes and standards.
- Interpret and apply codes, rules, and regulations.
- Perform mathematical computations.
- Read and understand complex construction plans.
- Prepare and maintain accurate and complete documentation and records.
- Operate computer using relevant word processing, spreadsheet, database, and graphic software; entering and retrieving data with speed and accuracy.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious, and effective working relationships
- Read and understand blue prints.
- Organize, coordinate, and prioritize multiple projects.
- Provide lead or supervisory direction.

LICENSES:

- Valid Class C CA driver's license and an acceptable driving record at time of appointment.

CERTIFICATIONS:

- Certification as a Residential Building Inspector and Commercial Building Inspector by the International Code Council (ICC).

SPECIAL REQUIREMENTS:

- N/A

DESIRABLE:

- Lead or supervisory experience.

- College level coursework in engineering, architecture, urban planning, or a related field.
 - Public agency experience.
 - Experience with automated permitting systems.
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ADDITIONAL INFORMATION:

FLSA Exemption Status: Non-Exempt
Employee Unit: #5, Technical / Professional Services
Job Family: Building
Class Progression: Permit Technician
Building Plans Specialist
Combination Building Inspector
Senior Combination Building Inspector
Building Plans Examiner
Supervising Building Inspector
Plan Check Engineer
Senior Plan Check Engineer
Building Inspection Manager
Plan Check & Permit Services Manager
Building Official

Reports To: Building Inspection Manager or higher
Supervises: Permit Technicians if assigned

CLASS HISTORY:

Date Class Established: 07/01/2011
Revised Dates / Reason:
Previous Title(s): N/A
Approved By HR Director: *Linda Matthews*
Date Approved: *7/12/11*