

## **PLANS EXAMINER I PLANS EXAMINER II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, to perform professional plans and technical level work which involves the checking and reviewing of plans, calculations and specifications for tract housing, multi-unit residential, commercial, and industrial building projects for compliance with established codes, ordinances, and other applicable regulations; to provide information and assistance at the public counter, over the telephone, or in meetings to architects, engineers, contractors, homeowners, and the general public; and to perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Positions in this class are alternately staffed with Plans Examiner I's or Plans Examiner II's. A Plans Examiner I *may* be considered for advancement to Plans Examiner II after demonstrating proficiency to perform the full range of duties of the higher-level class. The City also reserves the right to utilize the classification of Plans Examiner I as on-going entry level class in which an incumbent may continue to be assigned and perform routine entry level work. The determination of whether an incumbent meets the performance criteria for the higher level shall be determined jointly by hiring authority and the Director of Human Resources and Risk Management. Typically, a Plans Examiner I is expected to be capable of meeting the proficiency criteria within 24 to 36 months, depending on an individual's education and prior experience.

Plans Examiner I – This is the entry level class in the Plans Examiner series. This class is distinguished from the Plans Examiner II by the performance of the less complex plan and examination work. Because this class is typically entry-level, employees may have only limited or no directly related plan check work experience. Employees assigned to a position in this class are expected to read and interpret building plans and codes and have a working knowledge of plumbing, air conditioning, electrical and building construction.

Plans Examiner II – This is the full journey level class in the Plans Examiner series. Positions assigned to this class are distinguished from the Plans Examiner I by the performance of the full range of duties as assigned. Employees at this level are fully aware of the operating procedures and policies of the work unit and only require instruction or assistance as new or unusual situations arise. Incumbents perform work of greater complexity, and with a higher degree of independence of action. Positions in this class are normally filled by advancement from the Plans Examiner I level, or when filled from the outside, have prior journey-level experience in the area of assignment.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level management; and/or receives functional and technical supervision from the Senior Plans Examiner, as assigned.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

- Reviews and evaluates plans, structural engineering calculations, soil analysis reports, and other reports for commercial, industrial and/or residential projects to ascertain conformance to Building, Mechanical, Plumbing and Electrical Codes, and pertinent provisions of City, State, and County health and environmental codes, laws and regulations.
- Prepares plan check reports indicating deficiencies in plans, structural engineering calculations, soil analysis reports and other reports, and ensures that requisite corrections are met.
- Approves plans that comply; issues permits for construction.
- Confers with architects, engineers, contractors and the general public on proposed projects to resolve unusual problems.
- Makes field inspections to determine structural soundness or proper installation of unusual designs, materials or equipment.
- Suggests corrections of defects or inadequacies found that require deficiencies be corrected to meet requirements of applicable codes.
- Answers questions and advises the public by telephone and at the public counter concerning codes and plan check reports; advises building inspectors of unusual design, construction or installation problems.
- Classifies and logs new projects for plan checks; creates plan check files; enters initial site data and permit data on computer; revises data as project status and details change.
- Interacts with staff from other City departments involved in the plan review process.
- Reviews the work of outside plan check engineers and consultants.
- Responds to verbal or written inquiries and provides technical assistance to engineers, architects, contractors, and other City personnel.
- Reviews and verifies calculations on hydrology and hydraulic studies; reviews plans and reports for engineering standards and appropriate codes and ordinances.
- Reviews and determines fees associated with development projects; assigns building and street addresses.
- Coordinates plan check activities with other City functions and outside agencies.
- Completes work assignments using computer and related software programs.
- Communicates effectively, both orally and in writing.

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- Establishes and maintains effective working relationships with those contacted in the course of work.
- Performs any tasks or functions deemed necessary to the daily operations of the employer.
- Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Plans Examiner I:**

**Knowledge of:**

- Federal, state, and municipal codes, ordinances, regulations, and construction standards governing housing and commercial building construction, rehabilitation, alternation, use, occupancy, and setback.
- Major types of building construction, materials, and methods.
- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.
- Building related codes and ordinances enforceable by the City, including Building, Electrical, Plumbing, and Mechanical codes.
- Permitting requirements and approval processes.
- Building inspection practices and procedures.
- Principles and practices of structural and civil engineering.
- Basic computer operation and related software.
- Basic principles of structural design and engineering mathematics.
- Basic engineering principles related to materials and design concepts of mechanical, electrical and plumbing systems.
- Research methods and sources of information related to building code enforcement.

**Ability to:**

- Learn and accurately interpret and apply pertinent Federal, State, and local laws, codes, and regulations.
- Read and interpret plans, blueprints, and specifications.
- Determine if construction systems conform to City Code requirements.
- Learn and apply City codes and policies regarding zoning, environmental matters, and other regulations to field situations.
- Advise on standard construction methods and requirements for residential commercial and industrial buildings.
- Conduct field investigations.
- Make engineering and mathematical computations rapidly and accurately.
- Research and write technical reports.
- Learn to interpret and explain City policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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**Plans Examiner II:**

**Knowledge of:**

- Federal, state, and municipal codes, ordinances, regulations, and construction standards governing housing and commercial building construction, rehabilitation, alternation, use, occupancy, and setback.
- Major types of building construction, materials, and methods.
- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.
- Building related codes and ordinances enforceable by the City, including Building, Electrical, Plumbing, and Mechanical codes.
- Handicapped access requirements.
- California Energy Commission Standards of Title 24.
- Permitting requirements and approval processes.
- Building inspection practices and procedures.
- Principles and practices of structural and civil engineering.
- Computer operation and related software.
- Grading, hydrology, or fire safety engineering (depending on assignment).
- More complex principles of structural design and engineering mathematics.
- More complex engineering principles related to materials and design concepts of mechanical, electrical and plumbing systems.
- Research methods and sources of information related to building code enforcement.

**Ability to:**

- Accurately interpret and apply pertinent Federal, State, and local laws, codes, and regulations.
- Read and interpret plans, blueprints, and specifications.
- Determine if construction systems conform to City Code requirements.
- Apply City codes and policies regarding zoning, environmental matters, and other regulations to field situations.
- Advise on standard and complex construction methods and requirements for residential commercial and industrial buildings.
- Conduct field investigations.
- Make more complex engineering and mathematical computations rapidly and accurately.
- Research and write technical reports
- Interpret and explain City policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Plans Examiner I:**

**Experience:**

One year of experience in journey level building construction including experience in the examination of plans and engineering designs.

**Training:**

Graduation from an accredited college with a Bachelors' degree in Civil, Mechanical or Structural Engineering, Architecture, or a related field. Additional qualifying experience may substitute for the required education on a year for year basis.

**Licenses and Certifications**

Possession of a State of California driver's license, and the ability to maintain insurability under the City's vehicle insurance program.

Possession of an International Code Council (ICC) Plans Examiner Certification within one year of appointment, or equivalent certification.

**Plans Examiner II:**

**Experience:**

Two years of increasingly responsible journey level experience in plan review and inspection of buildings and systems for compliance with all building safety codes and standards, structural design and/or structural plan checking, grading engineering and/or hydrology.

**Training:**

Graduation from an accredited college with a Bachelors' degree in Civil, Mechanical or Structural Engineering, Architecture, or a related field. Additional qualifying (journey level plans examination) experience may substitute for the required education on a year for year basis.

**Licenses and Certifications**

Possession of a State of California driver's license, and the ability to maintain insurability under the City's vehicle insurance program.

Possession of an International Code Council (ICC) Plans Examiner Certification within one year of appointment, or equivalent certification.

Possession of a Certificate of Registration as a professional civil or structural engineer or architect in the State of California is desirable.

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**WORKING CONDITIONS**

**Environmental Conditions:**

The work environment characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions with exposure to computer screens, and the noise level is usually quiet. The position may occasionally be in the field on construction sites where there will be limited exposure to noise, dust, grease, smoke, fumes, and traffic; and/or exposure to inclement weather conditions including heat, cold, and rain.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time and operating motorized vehicles. The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, walk, and stand; talk and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, and bend at the waist; crouch or crawl; and smell. The employee is occasionally required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision, and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.

**CAREER PROGRESSION**

FROM: Plans Examiner I

TO: Plans Examiner II

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