

# CITY OF SIMI VALLEY

## PLANS EXAMINER

*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.*

### **SUMMARY DESCRIPTION**

Under general supervision, checks building plans and specifications for compliance with established city, state, and federal construction codes, ordinances, rules, and regulations; coordinates plan checking activities with other divisions; and provides assistance and information to the general public.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform plan checking activities; examine plans, specifications, and related documents of new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable city, state, and federal construction codes, ordinances, rules, and regulations.
2. Review plans for conformance with various building, electrical, mechanical, plumbing, and structural codes and regulations.
3. Provide information and assistance to the public, contractors, architects, engineers, and others involving the interpretation of construction codes, ordinances and zoning regulations; recommend necessary changes to plans to obtain compliance with applicable codes.
4. Log, route, track, and process all incoming plans; respond to code and related questions in person and on the phone.
5. Assist the Building Official with issues and concerns including complaints and construction issues in the field.
6. Perform pre-plan check and pre-permit inspections as necessary.
7. Maintain files, records, and reports regarding plan check activities including records of permit, plan review comments, and plan review submissions.
8. Coordinate plan checking activities with other departments and divisions as necessary.
9. Operate a variety of equipment and vehicles including computers, copier, fax machine, telephone, and cell phone.
10. Attend and participate in meetings; stay abreast of new trends and innovations in the field of plans examination.
11. Perform related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Principles and practices of plans examination work.  
Methods and materials used in the construction of buildings and related structures.  
Pertinent building and zoning codes, ordinances and regulations.  
Engineering procedures, terminology, principles and theories.  
Structural engineering and architecture.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Principles and procedures of record keeping.  
Pertinent federal, state and local laws, codes and regulations.

### **Ability to:**

Analyze, interpret and accurately check building plans and specifications.  
Understand, interpret and enforce building, electrical, plumbing and mechanical codes and ordinances.  
Perform routine plans examination functions.  
Maintain complete and accurate records of plan and specification checks.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Interpret and apply pertinent federal, state and local laws, codes and regulations.  
Respond to requests and inquiries from the general public.  
Understand and follow oral and written instructions.  
Coordinate multiple projects and complex tasks simultaneously.  
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

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

### **Education/Training:**

Equivalent to the graduation of the twelfth grade supplemented by college level course work in planning, construction or a related field.

### **Experience:**

Two years of building or construction plan review experience.

### **License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain within one year, a Plans Examiner certificate.

Possession of an appropriate, valid building inspector certificate is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Office environment; may travel from site to site; work at public counter; work with computers.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, and/or walk, for prolonged periods of time.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

**Hearing:** Hear in the normal audio range with or without correction.

*Adopted: March 2006*

Revised: July 2016