



CITY OF CHINO

Plans Examiner

Definition:

Under general supervision, reviews various types of architectural plans for compliance with building, electrical, mechanical, plumbing, energy, and accessibility codes and local ordinances; and does related work as assigned.

Class Characteristics:

The Plans Examiner reviews and processes residential, commercial, and industrial plans; checks engineering calculations and other information related to construction plans and corrections; advises builders and property owners on building construction methods, zoning laws, and related regulations; and performs related work as assigned.

Essential Functions:

- Examine plans and specifications of commercial, industrial, and single and multi-family projects to determine compliance with applicable building, electrical, plumbing, occupancy, and zoning codes; check for grade and quality of materials used in construction.
- Determine compliance with the California Codes and provisions of state and county health and environmental ordinances; suggest correction of defects or inadequacies found; require that corrections be made to meet the requirement of pertinent codes; prepare plan check correction reports.
- Approve plans that comply; issue permit for construction.
- Analyze structural engineering aspects of all designs and calculations.
- Evaluate test reports such as engineering reports and soil analysis reports.
- Interpret and explain codes to contractors, architects, and others as required; coordinate construction progress with other City departments or divisions and outside agencies; confer with architects, engineers, contractors, and owners on proposed projects to resolve unusual problems.
- Compose correspondence pertaining to required plan check corrections; prepare monthly plan check report(s); maintain related plan check records.
- Classify and log new projects for plan checks; create plan check files; enter initial site data and permit data on computer; revise data as project status and details change.
- Answer questions and advise the public concerning codes and plan check reports; advise building inspectors of unusual design, construction, or installation problems; provide technical guidance to permit and building inspection personnel.
- Represent the division and Department at development plan and plan check coordination meetings as directed.
- Provide assistance to others in completing special projects and assignments.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.

- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Some college courses or specialized courses in construction technology or engineering.

Experience:

- Five years experience as a building inspector, including at least one year of construction plan checking, or
- Two years of experience checking plans for a public agency.

Considerable knowledge of:

- Principles, practices, procedures, and terminology of structural engineering, architecture, and building construction.
- Means and methods of building erection of all types of construction.
- Federal, state, and municipal codes and regulations governing housing, building construction, rehabilitation, alterations, use, occupancy, and setbacks.
- Construction and building methods related to safety and fire prevention.
- Building related codes and ordinance enforceable by the City, including the California Codes.
- Research methods and sources of information related to building code enforcement.
- Proper plan check techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.
- Principles of structural design and engineering mathematics.

Ability to:

- Read, interpret, and explain complex building plans, engineering calculations, site survey project specifications, blueprints, building construction plans, designs, specifications, building codes, and reports.
- Apply engineering and architectural principles and practices.

Plans Examiner

- Read and accurately interpret building plans to ensure conformance with building codes, development standards and regulations.
- Make engineering and mathematical computations rapidly and accurately.
- Plan and organize work.
- Communicate clearly and concisely, both verbally and in writing.
- Work safely and efficiently.
- Establish and maintain cooperative and effective working relationships with City staff, developers, contractors, officials, and the public.
- Deal tactfully and courteously with internal and external customers.
- Understand and follow verbal and written directions.
- Operate a computer and utilize a variety of software programs.

Special Requirements:

- Possess a Plans Examiner certificate from the International Code Council (I.C.C.) prior to appointment, or obtain said certificate within one year from the date of appointment.
- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

SBPEA (Professional, Technical and Clerical)

Revised: 3/20/14

Replacing Plan Checker classification specification dated 10/27/06.

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