City of Merced

Bargaining Unit:

FLSA:

01 Covered

Position Number:

06341

PLAN EXAMINER II

DEFINITION

Under general supervision, to receive and check building plans for compliance with building codes and ordinances; to prepare correction lists for building plans and specifications; to issue, process, and approve building permits; to answer questions regarding code enforcement and structural requirements for the public, architects, contractors, and engineers; to perform a variety of technical tasks relative to assigned area of responsibility; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the fully experienced working level in the Plan Examiner class series. Incumbents perform specialized support work in plan checking and review in the City's Inspection Services Department. This class is distinguished from Plan Examiner I by the fact that Plan Examiner I's are initially performing many of their assignments in a training and learning capacity as they become familiar with policies, requirements, and procedures of the Inspection Services Department.

REPORTS TO

Chief Building/Construction Project Official.

CLASSIFICATIONS DIRECTLY SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Receives, reviews, and ensures plans, structural calculations, and specifications comply with related codes and regulations; identifies potential safety and structural failures and alteration needs; calculates foundation, stress, square footage, and support requirements for plan checks; prepares lists of corrections for plans and specifications; explains and interprets applicable codes and ordinances for contractors and the general public; approves, processes, and issues building permits; responds to correspondence regarding building plans, specifications, and code compliance; issues notices of non-compliance with safe structural standards and applicable ordinances; maintains records and files; provides general information about structural and code requirements to interested persons; collects monies and fees for permits; consults with or assists lower level staff regarding technical and procedural issues; consult with building inspection staff.

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TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; frequent contact with other staff and the public; may work at a centralized public counter; exposure to computer screens. May require field review of site conditions and/or construction problems.

DESIRABLE QUALIFICATIONS

Knowledge of:

Operations, services and activities of a building plans examination program.

Federal, State, and local codes and ordinances related to building construction and structural requirements.

Practices, tools, equipment, and materials used in the general construction trades.

Accepted safety standards and methods of building construction.

Qualities of various construction materials.

Building and related codes and ordinances enforceable by the City.

Building plans and specifications.

Principles of mathematics related to the building plan review and checking.

Public relations techniques.

Ability to:

Review work of lower level staff.

Prepare clear and concise reports.

Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.

Perform building plan checks and reviews.

Detect deviations from laws, regulations, and standard construction practices.

Apply technical knowledge of building trades work.

Read, interpret and explain building plans, specifications and building codes.

Apply mathematical means to verify calculations to ensure that specifications and drawings are in compliance with applicable codes.

Communicate effectively both orally and in writing.

Provide advice on standard construction methods and requirements.

Deal tactfully and courteously with the public.

Training and Experience:

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

Completion of requirements for an Associate's degree and four (4) years of responsible work experience in building plan checking and design review at a level equivalent to Plan Examiner I with the City of Merced.

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Special Requirements:

Possession of ICBO Plans Examiner Certification. Possession of an appropriate California driver's license.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field is desirable.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED July 7, Still Board

DATE: May 14, 2001