



Plan Check Assistant

Purpose of the role:

Under general supervision, performs a variety of technical duties involved in reviewing and checking residential and non-residential building construction plans for compliance with all applicable state and City codes, ordinances, and regulations; coordinates with other departments and agencies for necessary approvals; facilitates issuance of building permit; and performs related duties as assigned.

Distinguishing Characteristics:

Plan Check Assistant is the entry level classification in the Plan Checker series assigned the more routine plan check assignments. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Plan Check Associate level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and/or fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. With experience, training, and certifications the work becomes progressively more diversified and difficult and requires increasing independence. This class differs from the Plan Check Associate in that the latter conducts more complex plan checks.

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.

Essential Duties and Responsibilities:

- Reviews construction plans for single and multiple family dwellings, residential additions, alterations and repairs, and other minor projects including commercial tenant improvements, parking lot lighting, and non-residential plans for disabled access; ensures compliance with all applicable codes and ordinances; makes code interpretations; plan check resubmitted plans for approval and permit issuance.
- Determines valuation, building and other fees related to building projects; issues permits; stamps approved plans and enters data into computer.
- Responds to inquiries from and provides information to architects, engineers, contractors, building designers, owners, and the general public regarding plan checking and other code related issues; answers questions relating to project status from applicants; researches historical information as necessary.
- Provides assistance at public service counter including assistance with over-the-counter plan checking, code questions, and permit issuance; reviews construction plans and revisions for small and simple projects for over the counter permit issuance; provides

technical assistance to counter staff.

- Works with other City departments and outside agencies in reviewing plans for fire safety and other code related requirements.
- Performs routine engineering analysis and calculations; prepares and maintains records; performs document research and filing.
- Approves over-the-counter plan revisions to issued permits.
- Attends pre-application meetings with owners and architects.
- Performs field inspections and site visits as necessary; visit building and construction sites to make determinations on code compliance, answer inquiries related to plans, and to resolve problems.
- Provides assistance to inspection staff; interprets plans for field inspectors.
- Attends and participates in job related seminars and professional group meetings; stays abreast of new and revised codes as well as new materials and products.
- Performs related duties as required.

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.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Routine engineering procedures, terminology, principles, and theories as related to the structural components of buildings and structures.
- Related structural engineering procedures and practices.
- Industrial building standards and practices.
- Pertinent federal, state, and local building, construction, and fire safety codes and requirements including disabled access, energy, plumbing, electrical, general construction, and uniform plumbing, electrical, and mechanical codes.
- Office procedures, methods, and equipment including computers.
- Basic computer applications such as word processing, spreadsheets, and databases.
- Records management principles and procedures including record keeping and filing principles and practices.
- Methods and techniques of proper phone etiquette.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Read and interpret architectural, structural, and civil engineering plans to ensure conformance with building codes and other related regulations.
- Check engineering and architectural computations and calculations with the codes related to structural stability of buildings and structures; performs simplified structural calculations.
- Provide effective and courteous customer service to external and internal customers.
- Make sound judgments and decisions regarding a variety of job-related queries and problems.

- Learn the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Learn to correctly interpret and apply general administrative and departmental policies and procedures.
- Interpret, apply, and ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Read and interpret data, information, and documents.
- Analyze and solve complex problems.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Learn and effectively utilize various software applications.
- Establish and maintain a variety of files and records.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from other City staff, the general public, and outside agencies.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Plan and organize work to meet changing priorities and deadlines.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Customer-Focused
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

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 and
Experience
Guidelines:**

Education:

Equivalent to completion of the twelfth grade supplemented by specialized vocational or college level course work in construction technology, architecture, engineering, or a related field.

Experience:

Two years of technical experience in construction plan checking, building inspection, or a related field.

Licenses; Certificates; Special Requirements:

Possession of, and ability to maintain, ICC certification as a Plans Examiner and/or Combination Building Inspector, or the ability to obtain within 12 months of employment.

A valid Class C California driver's license is required.

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.

***Physical and
Environmental
Conditions:***

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, and documents weighing up to 25 pounds; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; some outdoor work is required in the inspection of various land use developments and construction sites that involves exposure to outdoor weather conditions, moderately loud noise levels, and possible exposure to chemicals, fumes, dust, and air contaminants; regular interaction with the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03
Date Revised: 04/11/2024