



## Plan Check Associate

### ***Purpose of the role:***

Under direction, performs a variety of professional duties involved in performing engineering reviews of commercial, residential and industrial building construction, alteration and addition plans; reviews and evaluates plans and specifications to ensure proper compliance with all applicable codes and regulations including building and related codes and requirements; and performs related duties as assigned.

### ***Distinguishing Characteristics:***

Plan Check Associate is the journey level class in the Plan Checker series performing the full broad range of plan checking duties with only occasional instruction or assistance. Positions at this level are distinguished from the Plan Check Assistant level by the performance of the full range of duties, including the more complex and difficult plan checking duties including those requiring a broader engineering knowledge, working independently, applying well developed program support knowledge, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results.

***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 the full range of construction plans including complex and difficult projects, single- and multiple-family dwellings, residential additions, alterations, and repairs, commercial and industrial buildings and structures as well as additions, alterations and repairs, and other projects.
- Reviews and verifies engineering calculations and architectural plans, soil engineering recommendations, and related items to ensure compliance with applicable codes and ordinances as well as seismic design provisions; indicates corrections for both plans and calculations; communicates in writing with engineers, architects, and others regarding plan review findings and proposed corrections.
- Reviews and evaluates the full range of proposed building plans and specifications to insure that proposed construction complies with building, design, energy, and related codes.
- Makes code interpretations for, responds to inquiries from, and provides information to architects, engineers, contractors, building designers, owners, and the general public regarding plan review and other code-related items and issues; performs complex and difficult plan check duties assigned by supervisor.

- Explains, interprets, and provides guidance regarding applicable codes, regulations, hand outs, and related materials to the public, architects, engineers, contractors, developers, owners, co-workers, and other interested parties; answers questions regarding building codes and requirements and interprets plans for field inspectors; resolves complex and sensitive customer service issues, either personally, by telephone or in writing; maintains records and documents of customer service issues and resolutions.
- Coordinates activities and plan review processing with City staff and staff from other agencies including counter technicians, planners, inspectors, building officials, fire inspectors, health department plan checkers and others; assists other Divisions and Departments, including Planning, Public Works, and Finance, in providing information and answering inquiries regarding various projects, fees, plans examination, code interpretations, internal divisional policy and procedures, determination and calculation of valuations, permit costs, and related fees.
- Assists customers and counter technicians in permit processing; establishes valuations and fees; reviews sign plans; issues permits; provides assistance at the public counter by answering question and providing over the counter assistance or plan review.
- Performs document research and filing; enters data; prepares and maintains records and produces correspondence and documentation as necessary.
- 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.
- Maintains current knowledge of new trends and innovations related to area of assignment including new and revised codes as well as new materials and products; attends and participates in job related seminars and professional group meetings.
- 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:

- Engineering procedures, terminology, principles and theories as related to the structural components of buildings and structures.
- Structural engineering procedures, design, and calculations.
- Architectural design procedures.
- Industrial building standards and practices.
- Pertinent federal, state, and local building, construction, and fire safety codes and requirements including disabled access, energy, general construction, and uniform plumbing, electrical, and mechanical codes.
- Thorough knowledge of carpentry and cement methods and materials.
- Records management principles and procedures including record keeping and filing principles and practices.
- Office procedures, methods, and equipment including computers.

- Basic computer applications such as word processing, spreadsheets, and databases.
- Methods and techniques of proper phone etiquette.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Perform detailed analysis and design examination of buildings and construction documents and plans.
- Read, interpret, and explain architectural, structural, and civil engineering plans, construction specifications, and procedures to ensure conformance with building codes and other related regulations.
- Check engineering/architectural computations and calculations with the codes related to structural stability of buildings and structures.
- 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.
- Provide effective and courteous customer service to external and internal customers.
- 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
- Team Builder
- Strategic Thinker
- Accountable
- 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:**

A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

**Experience:**

Three years of responsible experience as a Plan Checker or Building Inspector including two years of technical experience in plan checking at a level comparable to a Plan Check Assistant with the City of Thousand Oaks.

**Education and  
Experience  
Guidelines:**

**Licenses; Certificates; Special Requirements:**

Possession of, and ability to maintain, ICBO certification as a Plans Examiner.

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

Eligibility to take the qualifying examination for California EIT registration is desirable.

*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: