



Plan Check Supervisor

Purpose of the role:

Under general direction, supervises, assigns, reviews, and participates in the work of Plan Check Section staff in the Building Division of the Community Development Department; supervises and coordinates the conduct of life-safety, accessibility, and structural plan check on plans submitted for building permit applications; ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility including to serve as a technical resource to staff; and performs related duties as assigned.

Distinguishing Characteristics:

The Plan Check Supervisor assumes responsibility for supervising and overseeing the work of the Plan Check Section within the Building Division of the Community Development Department with the objective of ensuring permits are issued only for those plans that meet all state and local codes regulating life-safety, quality of life, energy conservation, and minimum structural safety standards. Incumbents in this class supervise, assign work to, and evaluate the performance of three or more positions within the assigned unit. In addition, at least 50 percent of the Plan Check Supervisor's work time is spent performing supervisory functions. Assignments are varied and carried out with considerable judgment and independence in the engineering review of commercial, residential and industrial building construction, alteration and addition plans.

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:

- Plans, organizes, supervises, and evaluates the work of assigned plan check staff; develops, implements, and monitors work plans to achieve goals and objectives; supervises and participates in developing, implementing, and evaluating plans, work processes, systems, and procedures to achieve annual goals, objectives, and work standards.
- Plans, organizes, directs, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Personnel Rules and Regulations.
- Participates in the selection of plan check staff; provides or coordinates staff training; works with employees to correct deficiencies.

- Establishes schedules and methods for providing plan check services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Provides leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives and values.
- Participates in the development of the assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends budgetary adjustments as necessary.
- Performs the more difficult and complex engineering tasks related to plan checking; reviews complex and difficult construction plans including those for single- and multiple-family dwellings, residential additions, alterations, and repairs, commercial and industrial structures and buildings as well as additions, alterations and repairs, and other projects.
- Reviews and verifies engineering calculations and architectural plans, grading 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 most difficult and complex proposed building plans and specifications to insure that proposed construction complies with building, fire, environmental, flood hazard, design, energy, grading, and related codes.
- Makes code interpretations for, responds to more complicated 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.
- Explains, interprets, and provides guidance regarding applicable codes, regulations, hand-outs, and related materials to the public, architects, engineers, contractors, developers, owners, staff, and other interested parties; answers questions regarding building codes and requirements and interprets plans for field inspectors; resolves highly 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 other City staff and staff from other agencies including counter technicians, planners, inspectors, building officials, engineers, 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.
- 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; visits 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:

- Operations, services, and activities of a plan check program.
- Principles of supervision, training, and performance evaluation.
- 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, and general construction codes.
- Thorough knowledge of carpentry and cement methods and materials.
- Records management principles and procedures including record keeping and filing principles and practices.
- Basic principles and practices of municipal budget preparation and control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Supervise, coordinate, and direct the City's plan check operations and services.
- Select, train, supervise, organize, and review the work of assigned staff involved in plan review.
- Recommend and implement goals, objectives, policies, and procedures for providing plan review services.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Participate in the preparation and administration of assigned budget.
- Prepare clear, concise, and comprehensive reports.
- Perform complex and 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.
- Use sound independent judgment within established guidelines.
- 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.
- 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:

- Strategic Thinker
- Customer-Focused
- Accountable
- Problem Solver and Decision Maker
- Planner and Organizer
- Interpersonally Effective
- 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:

Six years of responsible plan check experience including one year of lead supervisory responsibility and three years of professional experience at a level comparable to a Plan Check Associate with the City of Thousand Oaks.

**Education and
Experience
Guidelines:**

Licenses; Certificates; Special Requirements:

A valid certificate of registration as a Professional Engineer issued by the California Board for Professional Engineers and Land Surveyors.

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

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; frequent interaction with City officials, employees, outside organizations and 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: 5/1/06

5/1/06:

- Incorporated language to include more specific information on registration requirements.