



**CITY OF NEWPORT BEACH**

Human Resources Department  
3300 Newport Blvd.

Newport Beach, CA 92663-3884

<http://www.newportbeachca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:  
ELECTRICAL MECHANICAL PLUMBING PLANS EXAMINER**

**FULL-TIME**

*An Equal Opportunity Employer*

**SALARY:** \$6,212.27 - \$8,737.73 Monthly

**OPENING DATE:** 08/12/10

**CLOSING DATE:** 09/02/10 5:00pm Pacific Time

**THE POSITION** Under the direction of the Deputy Building Official; reviews electrical, mechanical, and plumbing plans and specifications for compliance with applicable codes and ordinances.

**DISTINGUISHING CHARACTERISTICS:** This class is distinguished from the Civil Engineer - Plan Check position by the focus on electrical; mechanical, and plumbing plan review.

**ESSENTIAL DUTIES** Duties may include, but are not limited to, the following: Check plans, write corrections, grant approvals, approve revisions and coordinate with other plans processed by the department; Consult with and advise design professionals on electrical, mechanical and plumbing plans, code issues and complex installations; Consult with design professionals and contractors to resolve field issues; Advise and assist inspectors in the inspection of complex installations; Prepare code revisions as requested; Keep records and prepares correspondence and reports; Confer with engineers, architects, contractors, and the general public at the public counter and on the telephone to explain and interpret the applicable code requirements and restrictions; Update plan check status and perform related data entry; and perform other related duties as required.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Knowledge of:** Extensive knowledge of one or more of the following: California Electrical, Mechanical, Plumbing, and Energy codes; Advanced techniques and principles used in the field for the installation of one or more of the following: Electrical, Mechanical, and Plumbing systems;

**Ability to:** Learn and become proficient in all of the following specialty areas of the California Electrical, Mechanical, and Plumbing codes and NFPA 13, 24, & 72; Learn related City ordinances, policies and California codes as they relate to the above specialty plan check areas; Apply technical knowledge and follow proper plan check techniques to examine plans for complex and commercial and residential projects; Read and interpret complex electrical, mechanical, and plumbing plans and specifications as well as the various applicable codes; Provide counter assistance to customers and answer questions related to plan check and installation of electrical, mechanical, and plumbing systems; Provide technical assistance for other Building Department staff in assigned areas of specialization; Communicate clearly and concisely, both orally and in writing; Appear for work on time; Follow directions from a supervisor; Work independently in the absence of supervision; Understand and follow posted work rules and procedures; Accept constructive criticism; Establish and maintain cooperative working relationship with those contacted in the course of work; and perform other duties as required. This position may be required to work overtime hours as needed.

**EXPERIENCE & TRAINING AND LICENSE/CERTIFICATE** A combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Four years of experience performing plan checks in one or more of the following specialty areas: electrical, mechanical, plumbing, and/or design experience.

**Education:** Bachelor's Degree in Electrical or Mechanical Engineering from an accredited college or university. Additional experience conducting plan checks for a municipality at the level of Senior Building Inspector or above may be substituted for the degree requirement on a year for year basis.

**License or Certificate:** Possession of, or ability to obtain, an appropriate, valid California driver's license. ICC Plans Examiner certification in electrical, mechanical, and plumbing within six months of hire. Registration as a Professional Engineer (PE) in the State of California is highly desirable.

**Additional Requirement:** Prior to employment, the prospective candidate must successfully complete a thorough background review, including being fingerprinted by Newport Beach Police Department.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.newportbeachca.gov>  
3300 Newport Blvd.,  
Newport Beach, CA 92663-3884

EXAM #10/11-00018  
ELECTRICAL MECHANICAL PLUMBING PLANS EXAMINER  
RR

**Benefits:** This position is represented by the Professional and Technical Employees Association and is provided the following benefits:

This City offers an employee benefits program including membership in the Public Employees' Retirement System (PERS); a Paid Flex Leave program based on the individual's length of service; a group health/vision and dental cafeteria plan; City-paid group life insurance based on employee's annual salary; eleven paid holidays the first year and twelve per year thereafter; Employee Assistance Program; and tuition reimbursement for job-related courses. In addition, an employee may opt to participate in the City's deferred compensation plan. The City does not participate in the Federal Social Security program. Your benefits may be reduced if you work for an employer who does not withhold Social Security taxes from your salary.

### **ELECTRICAL MECHANICAL PLUMBING PLANS EXAMINER Supplemental Questionnaire**

- \* 1. Please select the level of experience you have in performing plan checks and/or design:
  - 4 years or more
  - More than 3 years, but less than 4 years
  - More than 2 years, but less than 3 years
  - More than 1 year, but less than 2 years
  - Less than 1 year
  - I do not have any experience in performing plan checks or design
- \* 2. Please select the areas in which you have experience in plan check:
  - Electrical
  - Plumbing
  - Mechanical
  - Fire Sprinklers
  - Fire Alarms
- \* 3. Do you have related design experience? If so, please explain below:
- \* 4. Please select the ICC certifications you possess:
  - Certified Plans Examiner-Electrical
  - Certified Plans Examiner-Mechanical
  - Certified Plans Examiner-Plumbing
  - Other
  - None of the above
- \* 5. If you possess other certifications not listed above, please provide them below:
- \* 6. Please select the highest level of education completed:
  - High School/GED
  - Trade School/Certificate
  - Associate's Degree
  - Bachelor's Degree
  - Advanced Degree
- \* 7. This position requires a Bachelor's degree in Electrical or Mechanical engineering from an accredited college or university. If you do not possess a Bachelor's degree and intend to substitute experience performing EMP plan review at the level of a Senior Building Inspector at a municipality for education on a year for year basis, please indicate below:  
 Yes  No
- \* 8. Are you registered as a Professional Engineer in the State of California?
  - Yes
  - No
  - I am a registered PE in another State
- \* 9. Do you possess a current and valid California driver's license?
  - Yes
  - No
  - I possess a valid driver's license from another State
- \* 10. Do you currently or have you previously worked for a public agency (City, County, State)?  
 Yes  No