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Job Title: **PLAN CHECK ENGINEER**

Closing Date/Time: Continuous

Salary: \$7,349.00 - \$9,105.00 monthly

Job Type: Full-Time

Location: City Hall, 2000 Main Street, Huntington Beach, California

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| Description | Benefits | Supplemental Questions |
|--|----------|------------------------|
| <p>In addition, it is anticipated that a 2.5%@55 PERS retirement formula will become effective on July 1, 2008. FIRST REVIEW DATE: Thursday, January 31, 2008.</p> <p>CURRENT VACANCY: The fundamental reason this classification exists is to review plans and specifications from an engineering standpoint to ensure compliance with building and construction regulations.</p> <p>DISTINGUISHING CHARACTERISTICS The Plan Check Engineer is an advanced journey level position. The incumbent reports to the Division Head and supervises the Permit and Plan Check Services Division in the Division Head's absence.</p> <p>SELECTION PROCESS: Qualified candidates will be invited to a qualifications appraisal, which may include a written exam (pass/fail), written exercise and an oral board interview (weighted 100%). Candidates successful in the examination process will be placed on an eligible list from which hires may be made. Depending upon the applicant pool, all applicants meeting the minimum qualifications will not necessarily be selected to participate in the hiring process. Upon a conditional offer of employment a pre-placement medical exam, drug screen and Live Scan fingerprinting must be completed with acceptable results. This position also requires completion of economic statement of interest within 30 days of assuming office.</p> <p>Examples of Essential Duties:</p> | | |

Checks plans and specifications of buildings and structures for compliance with the adopted Building Code and related construction codes and legislation; consults with architects, engineers, contractors and owners regarding matters such as design, engineering and regulations governing building plans; analyzes building designs to ensure structural engineering principles have been met, proper materials have been selected, and disability, energy, and building regulations have been met; supervises the Permit and Plan Check Services Division in the absence of the Division Head; provides procedural and technical support to the counter operation; prepares departmental reports; collects, analyzes, and presents statistical data; confers with staff from other departments regarding development of building construction projects; deals with difficult people in a constructive manner; writes reports, letters, memos and section policies and procedures; analyzes practices and recommends improvement; delivers and promotes quality customer service; performs other related duties as required.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

Typical Qualifications:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

KNOWLEDGE OF: professional standards, principles, and practices of building plan checking; building construction methods and materials; the adopted building code, disability and energy regulations and other applicable legislation; principles and practices of supervision; personnel policies and procedures; quality service practices; computer operation; engineering statistics and advanced math; safety issues and liability reduction.

ABILITY TO: read, interpret and analyze construction plans, blueprints, manuals and specifications; develop, maintain and follow departmental processes and regulations; communicate effectively in both oral and written form; write detailed reports, recommendations, correspondence and specifications; provide and utilize written and oral instruction; ensure safety and professional work standards are met; establish and maintain cooperative and effective working relationships with those contacted in the course of work; deliver quality customer service; work independently and as a team member; propose and administer change.

EDUCATION: Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, architecture or related field.

EXPERIENCE: Three years of progressively responsible experience performing building plan checking, structural design, or related professional engineering work.

LICENSES/CERTIFICATES: Certification by the International Code Council (ICC) and California Building Officials (CALBO) as a Building Plans Examiner CBC within twelve months of hire. Due to the performance of field duties that may require operation of a City vehicle, must possess and maintain a valid California driver's license along with an acceptable driving record. A California State license as a professional engineer (PE) in Civil Engineering is required.

Physical Tasks & Environmental Conditions:

Work involves detailed concentration for long periods of time in a modified office environment and may involve outdoor work sites. Reasonable employee accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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