

ASSOCIATE PLAN CHECK ENGINEER

Definition:

Under general supervision performs a variety of responsible, technical and professional tasks related to checking commercial, industrial, multiple dwelling and residential building plans to ensure compliance with applicable codes, ordinances and regulations; prepares staff reports; performs complex structural design and engineering calculations and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Examines and checks plans, specifications and calculations of new construction, additions and alterations to residential buildings to determine compliance with applicable codes, ordinances and regulations.

Examines and checks plans, specifications and calculations for minor commercial projects, including fences, siding, roofing and non-structural remodels to ensure compliance with applicable codes, ordinances and regulations.

Examines and checks grading plans, energy analyses and other items for completion and compliance with applicable codes, ordinances and regulations.

Computes or verifies engineering calculations and standards for conformity to applicable codes.

Prepares plan correction lists and reevaluates plans which require correction.

Ensures plan compliance with applicable structural engineering requirements and a variety of codes including State energy code requirements.

Provides assistance at a public counter as needed to include plan checks for room additions, interior alterations and other building proposals.

Evaluates construction plans for the issuance of permits and collection of applicable fees.

Provides technical assistance to other staff as required and may act as a lead worker.

Conducts on-site inspections as needed.

Responds to inquiries from architects, builders, contractors, engineers, realtors and the public related to building requirements and related code issues.

Maintains files and reports regarding plan check activities and findings.

Operates a personal computer and uses applicable software to produce a variety of reports and correspondence.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and moves boxes of records weighing 30 pounds or less.

Class Characteristics:

Associate Plan Check Engineer is a single incumbent technical level plan check position in the Development Services Department. The Associate Plan Check Engineer is distinguished from the Plan Check Engineer by the Associate's performance of less complex plan check functions and absence of supervisory duties.

Contacts and Relationships:

The Associate Plan Check Engineer establishes and maintains contact with staff in the Development Services Department. Additional contact will occur with staff in other City departments, the public, developers, landowners, contractors and other public agencies.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles of civil engineering with an emphasis in structural engineering.

Applicable building construction codes, ordinances and enforcement requirements.

Basic methods of building construction practices, methods and materials.

Techniques of electrical, plumbing, air conditioning and related installations.

National Pollutant Discharge Elimination System (NPDES) general requirements.

Advanced mathematics and their application to structural engineering and plan check work.

English usage, spelling, grammar and punctuation.

Computer applications related to area assigned.

AND

Ability to:

Apply laws, regulations, codes, ordinances, policies, guidelines and procedures related to area assigned.

Read and interpret building plans, blueprints and specifications.

Perform basic plan check tasks.

Make complex engineering computations related to building construction.

Communicate effectively orally and in writing.

Understand and carry out oral and written instructions and use judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in Civil Engineering, Structural Engineering, Architecture or a closely related field from an accredited college or university.

AND

Experience:

Two years of progressively responsible experience in structural engineering design or plan checking.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Registration as a Professional Civil Engineer in the State of California.

The City of Fullerton's Conflict of Interest Code requires that the Associate Plan Check Engineer file financial disclosure statements in accordance with state and local laws.

Must be able to work a flexible schedule to accommodate City needs.

Certification as a Plan Reviewer by the International Code Council (ICC) at time of, or within 24 months of, appointment.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors in an office environment, at a public counter and outdoors in the field. When work is performed outdoors there may be exposure to the elements. An incumbent drives a vehicle on City business, sits for extended periods of time, uses a computer, keyboard and related equipment, stands, walks, reaches, bends, twists, kneels, reaches and grasps, and may lift and move boxes of records weighing 30 pounds or less. When in the field, an incumbent may walk on slippery/uneven surfaces and slopes and be exposed to construction materials and dust. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Professional.

Revised December 2004

Revised October 1985