

BUILDING OFFICIAL/PLAN CHECK ENGINEER

Definition:

Under general direction serves as the City of Fullerton Building Official; responsible for the City's implementation of the Building Code; supervises and participates in plan checking activities; performs a variety of complex and difficult professional plan check duties; prepares a variety of staff reports; interprets and makes decisions on technical problems; performs complex structural design and engineering calculations for commercial and industrial construction and equipment installation; oversees assigned staff and performs related work as required.

Class Characteristics:

This single incumbent manager position reports to the Building and Code Enforcement Manager in the Community Development Department. The Building Official/Plan Check Engineer has broad responsibility for the safe, efficient and effective administration of the Building and Safety Program. The Building Official/Plan Check Engineer is distinguished from the Plan Check Engineer by the Building Official/Plan Check Engineer's specialized knowledge of and responsibility for assigned building official tasks.

Contacts and Relationships:

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

Essential Duties and Responsibilities:

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

- Supervises the plan check processes including the review of plans and specifications for building construction code enforcement.

- Performs the more complex plan checking and field inspection duties related to structural design and drawings for commercial and industrial construction including earthquake and wind load stress determination, electrical, plumbing and mechanical requirements.

- Interprets and administers the Building Code, standards and policy as related to area assigned.

Supervises technical aspects of on-site inspection work during various phases of construction and conducts on-site inspections as needed.

Computes or verifies engineering calculations and provides solutions to special structural problems.

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.

Participates in the development and implementation of division goals, objectives, priorities and the budget.

Assists in the formulation of new plan checking procedures/policies and supervises the implementation of same.

Responds to inquiries from architects, builders, contractors, engineers, realtors and the public regarding the interpretation of technical code requirements and City building standards.

Assists in the selection, training supervision and evaluation of assigned staff.

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

Coordinates work projects with other divisions and departments as applicable.

Attends a variety of committee/commission meetings, makes oral and written presentations and represents the City as assigned.

Provides assistance at a public counter as needed.

Independently composes and issues correspondence and reports.

Operates a personal computer and uses applicable software.

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.

Qualification Guidelines:

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

Knowledge of:

Applicable Federal, State and local laws, regulations and codes governing building construction, practices, methods, materials and inspections.

Plan checking principles and practices.

Legal procedures involved in the enforcement of building codes.

Principles of civil engineering with an emphasis in structural engineering.

Applicable building construction codes, ordinances and enforcement requirements to include disabled access requirements and California Energy Commission Standards of Title 24.

Methods of building construction practices and building materials.

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

National Pollutant Discharge Elimination System (NPDES) requirements, programs and compliance issues.

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

Effective Quality Assurance/Quality Control (QA/QC) techniques.

Negotiation and conflict resolution techniques.

Methods of making oral and written presentations.

Current sources of information, technological tools and best practices in the field of building construction and inspection.

English usage, spelling, grammar and punctuation.

Computer applications related to area assigned.

AND

Ability to:

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

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Read and interpret building plans, blueprints and specifications.

Organize, coordinate and perform major plan check tasks.

Research, compile and analyze a variety of complex data, ordinances, procedures and related material and prepare reports and correspondence.

Assist with supervising, training and evaluating staff and providing technical advice.

Make complex engineering computations related to building construction.

Adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing.

Understand and carry out oral and written instructions.

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.

Operate a City vehicle safely.

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:

Four years of progressively responsible experience in structural engineering design or plan checking to include some supervisory or lead experience.

Special Requirements Include:

Possession of an International Code Council (ICC) certificate as a Certified Building Official or ability to obtain same within two years of appointment to this position, in accordance with California Health and Safety Code Section 18968.

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

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

Possession of a valid Class C California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

The City of Fullerton's Conflict of Interest Code requires that the Building Official/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.

Physical Tasks and Working Conditions Include the Following:

The employee must meet close vision, peripheral vision, and color vision standards when conducting inspections, including the ability to adjust focus. The employee must be able to talk and hear. Finger dexterity is used in operating a computer keyboard and data recording equipment and basic hand-held inspection tools. The employee must also operate a vehicle in conducting City business.

The employee frequently sits, stands, and walks within work areas. The employee occasionally kneels, stoops, bends, and squats during inspections, and climbs ladders and stairs at various heights above ground level and may complete inspections below ground in confined spaces. The employee reaches above and below shoulder level to access, lift, and carry records and documents typically weighing less than 30 pounds.

Work is performed in both office and outdoor environments. In the field, an incumbent may walk on slippery and uneven slopes and surfaces, and be exposed to loud machinery, damp conditions, construction, dust, fumes, solvents, oils, chemicals, electrical hazards. The employee is also subject to vehicular traffic and variable weather conditions.

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.

Established June 2011