

City of Costa Mesa – Building Division

Plan Check Engineer/Plan Checker

SALARY RANGE: \$32.00 - \$53.94 Hourly - Part-time Position

Submit resume to:

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Building Official

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JOB SUMMARY:

Join our team for an exciting opportunity working on some of the world's most creative and innovative projects. Position is within the Building Division working under the direction of the Building Official and Chief Plans Examiner. An incumbent performs responsible, technical work associated with checking commercial, industrial, multiple dwelling and residential building plans to ensure compliance with pertinent building and safety codes, ordinances and regulations; and to perform related duties as required. Work hours are flexible and approximately 20-25 hours per weeks

CLASS CHARACTERISTICS:

This classification involves examining and checking building plans for compliance with applicable California Building Codes and other ancillary codes such as the California Plumbing Code, California Mechanical Code, California Electric Code and State disabled access related codes. Work also involves checking structural calculations and standards for conformity to codes and engineering principles; and issuing permits for all types of building activity. An incumbent is responsible for exercising independent judgment on technical plan checking matters and providing functional guidance to inspectors and other staff members. Work is reviewed by the Chief Plans Examiner to determine general progress, technical competence and adherence to pertinent policies and regulations.

ESSENTIAL FUNCTIONS:

- These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.
- Examines and checks building plans and calculations for completeness and compliance with applicable codes.
- Provides detailed structural technical review and analysis of geotechnical reports, soils reports, grading, lateral analysis and shear design, seismic design, wall, floor and roof design, post and beam analysis, wind load design, foundation analysis and design, and concrete masonry and steel design, etc...

- Checks structural calculations and standards for conformity to codes.
- Checks soil and geotechnical reports for requirements to engineered buildings, soil remediation projects, and footing and slab damaged buildings.
- Prepares correction lists, returns plans and reevaluates plans which required corrections.
- Prepares counter plan checks for room additions, interior alterations and other building proposals.
- Answers questions and providing technical assistance to contractors, architects, engineers, owners and the public relating to building construction requirements and structural applications of the code.
- Provides technical assistance to Building Division staff as required.
- Utilizes established formulas to establish permit fees and issues permits.
- Prepares reports and records and may assist in certain related administrative functions such as research, analysis or codes, etc.
- Makes field inspections as required.

QUALIFICATION GUIDELINES:

A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:

EDUCATION, TRAINING AND/OR EXPERIENCE:

Graduation from an accredited four-year college or university with major coursework in civil or structural engineering, architecture, or a closely related field. Experience in plan review or structural design desirable.

LICENSE AND/OR CERTIFICATE:

- Possession of a valid California Driver's License. Revocation of license during employment may result in disciplinary action or reassignment.
- ICC certification as a Plans Examiner is required or the ability to obtain certification within the 12-month probationary period.
- Registration as a California civil or structural engineer is highly desirable.

REQUISITE KNOWLEDGE AND SKILL LEVELS:

- Knowledge of pertinent codes and regulations governing building construction including the California Building Code, Housing Code, California Plumbing Code, California Mechanical Code, California Electrical Code.
- Knowledge of disabled access requirements and California Energy Commission Standards of Title 24.
- Knowledge of current applicable state and federal regulations.
- Knowledge of building construction practices, methods, and materials.

REQUISITE ABILITIES:

- Ability to read and interpret building plans, blueprints and specifications.
- Ability to interpret and apply related codes, ordinances and laws.
- Ability to analyze and make structural calculations.
- Ability to serve as a lead person.

- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with architects, engineers, contractors, builders and owners, the public and other employees.