



## CITY OF CITRUS HEIGHTS

### PLANS EXAMINER

#### **DEFINITION**

To perform duties related to reviewing and approving building construction plans ensuring compliance with pertinent codes and ordinances; and to provide assistance to the public with respect to permit process, code application and code interpretation.

#### **DISTINGUISHING CHARACTERISTICS**

This is a single advanced journey level class. This class is distinguished from the Building Inspector series by the type of duties, level of responsibility assumed, complexity of duties assigned, and by the independence allowed to operate and make decisions in performing assignments.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Chief Building Official.

Provides technical and/or functional direction to building personnel as appropriate.

#### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

- Performs full plan review of all plans and documents, both residential and commercial, for overall compliance with all applicable adopted codes including but not limited to the California Building Code, California Residential Code, California Plumbing Code, California Mechanical Code, California Electric Code, International Property Maintenance Code, ICC A117.1 Accessible and Usable Buildings and Facilities, City ordinances, State requirements relating to barrier-free review and asbestos surveys.
- Ensures compliance with life safety issues, including such items as determining exiting requirements, occupancy classification and construction type determinations and applying various other adopted code regulations to submitted construction plans.
- Determined compliance with State requirements relating to construction plans; verifies construction plans comply with local amendments.
- Provides on-going training for permit department personnel regarding interpreting and applying code and ordinance requirements in the field, including but not limited to California Codes, Architectural Standards, Sign Ordinance, Site Plan processing and other related permit staff applications.
- Responsible for updating digital project application submittals and entering other data into the system.
- Responds to customer inquiries via telephone and email regarding codes and code interpretation.
- Reviews sign permit applications, input plan review data to prepare for permit approval and/or issuance, calculates permit fees, and notifies customers of permit approval and associated fees due.
- Reviews residential, commercial and industrial plans for substantial compliance with all applicable codes and other state and local regulations.
- Prepares and submits various reports regarding permits to outside agencies as needed.

- Provides technical assistance to developers, architects, engineers, contractors, property owners, utility providers, and City staff on matters regarding codes, ordinances, permit submittal process, accessibility, and permit fee calculations.
- Assists the Building Official with determining which local amendments the City should adopt and support, agenda items, fee schedules, and special projects as needed.
- Performs related work as required, including but not limited to occasional field review/inspections for construction compliance as needed.
- Maintains and updates files and systems.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Building and construction knowledge of materials, methods, zoning codes and the appropriate tools to construct objects, structures, and buildings.
- Technical and administrative aspects of all phases of building plan reviews, inspections, codes, contractor licenses and qualifications necessary to obtain them.
- Pertinent federal, state, and local laws, codes, regulations, and ordinances enforceable by the City, including the adopted Model Building, Electrical, Plumbing and Mechanical Codes.
- Procedures, principles and techniques of plan review and examination work.
- Principles of structural design and engineering mathematics.
- Accepted safety standards and methods of building construction for commercial, industrial, and residential buildings.
- Research methods and sources of information related to building code enforcement.
- Judgment and decision making weighing the relative costs and benefits of the potential action.
- Writing and information gathering communicating effectively with others in writing and verbally as indicated by the needs of the audience and knowing how to find information.
- Strong project management and organizational skills. Assessing and prioritizing multiple tasks, projects and demands while meeting deadlines.
- Critical thinking using logic and analysis to identify the strengths and weaknesses of different approaches.
- City and Community Development Department policies and procedures.

#### **Ability to:**

- Apply technical knowledge and follow proper examination techniques.
- Detect deviations from plans, regulations, and standard construction practices.
- Read and interpret complex building plans, specifications, and building codes.
- Advise on requirements for residential, commercial, and industrial buildings.
- Provide technical assistance to other building examination staff in assigned area of specialization.
- Enforce necessary regulations with firmness and tact.
- Determine whether construction systems conform to City code requirements.
- On a continuous basis, know and understand all aspects of the job; analyze technical plans, specifications and reports; prepare technical reports; know, understand, interpret and explain department and program policies, procedures, rules, codes, laws and operational procedures;

analyze, evaluate and solve building and code problems/issues taking appropriate course of action; remember various building/construction rules and codes.

- Learn to interpret and apply pertinent federal, state, and local laws, codes and regulations; apply City codes and policies regarding building and zoning.
- Learn to determine if construction systems conform to City code regulations.
- Locate, read and interpret building plans, maps, engineering calculations, soil reports, project specifications and industrial blue prints.
- Make engineering and mathematical computations rapidly and accurately; understand and carry out oral and written directions
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer with proficiency and familiarity.

**Experience and Training:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two (2) years of commercial, residential, and component plans examining experience.

Prior experience as a commercial and/or residential builder or as a commercial and/or residential building inspector with ICC Commercial and/or Residential Combination Inspector certifications preferred.

Training:

Completion of a High School Diploma or Equivalent required

License or Certificate:

Possess or obtain both ICC Residential and Commercial Plans Examiner certification within one year of employment required.

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

**PHYSICAL/SENSORY REQUIREMENTS**

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel, and twist to reach equipment or materials; perform simple and power grasping pushing, pulling, and fine manipulation; use telephone, and write or use keyboard to communicate through written means and lift and carry weight of 25 pounds or less.

**EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

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