



CITY OF CHINO

Supervising Plans Examiner

Definition:

Under general supervision, performs the more difficult and complex technical review of building plans; oversees plan checking and permit issuance activities; provides information and assistance to contractors and the general public; supervises individuals responsible for plan review and permit issuance; provides highly technical assistance to the Building Official; and does related work as assigned.

Class Characteristics:

The Supervising Plans Examiner provides direct supervision over plan review and building permit staff.

Essential Functions:

- Plan, direct, and review the work of staff responsible for plan check and building permit application and issuance; assign daily work activities; and, verify work of assigned employees for accuracy, proper work methods, techniques, codes, policies, procedures, and standards.
- Participate in the selection of assigned staff; provide or coordinate staff training and development; review and evaluate employee performance; and, initiate and carry out disciplinary action.
- Coordinate the services of outside contract plan check companies.
- Recommend plan review goals and objectives; participate in budget preparation and administration.
- Assist in the development and implementation of policies and procedures for effective plan check and building permit application and issuance services; and ensure that plans, structural calculations, and specifications comply with building and related codes and regulations.
- Review the more difficult engineering computations and analysis to check calculations by architects and engineers in determining code compliance.
- Provide consultation and assist staff with work problems and assignments in plan review, code interpretation, and application, as well as scheduling.
- Respond to technical questions from building inspection, plan review and building permit issuance staff; as necessary, meet with homeowners, builders, engineers and architects to resolve issues and concerns; and recommend necessary changes to obtain compliance with applicable codes and regulations.
- Identify controversial and troublesome projects; keep the Building Official apprised of all projects and potentially problematic concerns and issues, including, but not limited to personnel matters and other occurrences having an impact on the Department and the City.
- Perform complex and sensitive plan review; approve, process, and issue building permits as necessary; perform field inspections, as necessary; and, prepare notices of non-compliance with safe structural standards and applicable procedures.

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- Ensure compliance with applicable codes, ordinances, and regulations including the California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code, City ordinances, and pertinent provisions of State and County health and environmental ordinances.
- Coordinate plan check activities with other City departments as required.
- May assist the Housing Division with the implementation of distressed property improvement programs by conducting inspections; preparing project cost estimates, scopes of work, work write-ups, and construction contracts; seeking proposals/bids; and providing construction management and contract compliance services.
- Confer with architects, contractors, builders, and the general public in the field and in the office; explain and interpret requirements and restrictions.
- Maintain files and reports regarding inspection plan review and building permit issuance activities and findings.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in engineering, architecture, or construction technology (desirable).

Experience:

- Five or more years of increasingly responsible plan check experience, including or supplemented by
- One year of experience in supervision.

Considerable knowledge of:

- Operations, services, and activities of a building plans examination program.
- Federal, state, and local codes and ordinances related to building construction and structural requirements.
- Accepted safety standards and methods and materials of building construction.
- Principles of mathematics related to building plan review and checking.

Knowledge of:

- Principles and practices of supervision, training, and performance evaluation.

Ability to:

- Prepare and present reports and maintain accurate records.
- Read and interpret plans, blueprints, and specifications.
- Perform building plan checks and reviews.
- Enforce codes with firmness, tact, and impartiality.
- Read and interpret complex building, plumbing, electrical, and mechanical plans.
- Respond to emergency and problem situations in an effective manner.
- Supervise and evaluate employees.
- Direct, supervise, and monitor the work of assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Analyze data and information and draw logical conclusions.
- Understand and follow verbal and written directions.
- Apply mathematical means to verify calculations to ensure that specifications and drawings are in compliance with applicable codes.
- Make rapid and accurate mathematical computations.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Interpret and apply rules, regulations, legislation, policies, and procedures.
- Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- Work independently.

Special Requirements:

- Possess a Plans Examiner certificate from the I.C.C. prior to appointment, or obtain said certificate within one year of the date of appointment.
- Possess a valid Class C California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Unrepresented Management

Dated: 10/23/09

Replacing Supervising Plans Examiner classification specification dated 10/06/09

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