CITY OF EL CERRITO

BUILDING PLAN CHECKER I AND II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To review and approve building plans, specifications and applications, issue permits and collect fees, assist residents, applicants, contractors, architects and engineers, provide technical advice and answer code related questions at the Building counter and on the phone.

DISTINGUISHING CHARACTERISTICS

Plan Checker I – This is the entry level in the professional plan checking series. Positions assigned to this class perform the less complex assignments in the specialized type of work performed in the customer service, plan check, permit issuance, and fee collection process. As additional experience is acquired, the employee performs with increasing independence and responsibility.

Plan Checker II - The Plan Checker II classification is distinguished from the Plan Checker I classification by its supervisory responsibility for the Building Plan Checker I, and other Building counter and plan review staff, but it is not primarily responsible for the overall performance of the Building Division and in its increased responsibility for the review and completion of the more complex plan checks and Building Code interpretations, requiring the application of professional building and related engineering knowledge and skills.

SUPERVISION RECEIVED AND EXERCISED

Plan Checker I

Receives general supervision from the Building Official and/or Plan Checker II.

Plan Checker II

Receives general supervision from the Building Official. May exercise functional and technical supervision over less experienced technical staff and provide limited work direction to the Building Plan Checker I, other Building counter and plan review staff, and clerical and temporary employees.

ESSENTIAL FUNCTIONS STATEMENT

Essential Functions:

Plan Checker I

Conduct plan reviews of various complexities to assure compliance with Building and Zoning Code regulations and other applicable regulations.

Research Code provisions and confer with applicants on matters of basic Building and Zoning Code questions, and apply basic Building and Zoning regulations to proposed projects.

EXHIBIT A

Provide correction lists when applicable.

Coordinate building permit operations with the work of other divisions and departments.

Receive and respond to customer inquiries and encourages resolution at the earliest level of service.

Apply problem solving practices and techniques.

Complete all the necessary paperwork required to issue permits.

Receive and review electronic plans submitted on-line (if applicable).

Perform telephone and personal assistance to counter customers, other Building staff and other divisions and departments on matters of Code interpretation and plan checking reviews, for building and housing construction, remodeling and repair, including structural, nonstructural, plumbing, mechanical, and electrical matters.

Consult with the Building Official and structural engineers on matters such as complex Code interpretations and Code-related structural issues.

Calculate various construction valuations, plan check fees and permit fees, collect fees and process various permits, issue contractor business licenses, and balance the cash drawer as necessary.

Prepare and maintain records of plan checking procedures.

Work with the City's computerized permit processing and tracking system.

Plan Checker II

In addition to essential functions expected of Plan Checker I:

May supervise and train the Building Plan Checker I, and/or other Building counter and plans function staff.

Determine the type of permit process being sought, the time frame required for processing, and the number of other City operating units to be involved.

Compute, present, and collect development impact and permit services fees.

Develop and provide input on new or improved procedures for the permit application process and computerized tracking system.

Maintain records and prepare reports related to permit process functions.

Conduct on-site inspections related to plan check activities when necessary.

Conduct plan reviews of various complexities to assure compliance with Building and Zoning Code regulations and other applicable regulations.

Receive and respond to customer complaints and encourage resolution at the earliest level of service.

Apply strong conflict resolution practices and techniques.

Assist in streamlining the building permit process.

Marginal Functions:

Plan Checker I

Perform related duties and responsibilities as assigned.

Plan Checker II

Perform related duties and responsibilities as assigned.

May give presentations for the Planning Commission, City Council, or courts of law.

QUALIFICATIONS

Knowledge of:

Plan Checker I

Procedures related to the processing of Building and Zoning permit applications and their issuance.

Standard plan checking procedures and techniques.

Typical permit service fee structures and systems.

Proper format for report and letter writing.

Proper English usage, spelling, and grammar.

Basic mathematics to consistently and accurately calculate permit services fees.

Plan Checker II

In addition to knowledge expected of Plan Checker I:

The Uniform Building Code, the Uniform Mechanical and Plumbing Codes, the National Electrical Code and other applicable state and local codes.

Building and Zoning Codes enforceable by the City.

Basic structural engineering principles.

Computer aided design (CAD) software.

Ability to:

Plan Checker I

Communicate clearly and concisely both verbally and in writing.

Maintain accurate records.

Work on multiple projects and effectively set priorities.

Operate a variety of office equipment.

Establish and maintain cooperative and effective working relationships, and deal tactfully with a variety of people contacted in the course of work, including residents, property and business owners, contractors, design professionals, and City staff.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Complete plan review in an accurate and timely manner.

Use excellent customer service techniques.

Prepare clear and concise reports.

Read and interpret drafted, graphic and written materials.

Focus on results which are highly valued by customers.

Make decisions at the closest feasible level to the customer.

Organize regulatory and control functions to win compliance, rather than to control or constrain those being regulated.

Plan Checker II

In addition to abilities expected of Plan Checker I:

Effectively interpret and apply building construction principles, practices and safety standards.

Train staff on, monitor and promote excellent customer service techniques.

Read and interpret complex drafted, graphic and written material.

Experience and Training Guidelines:
Any combination of experience and training that would likely provide the required knowledge and

abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Plan Checker I

Three years of related experience involving extensive public contact with at least two years of experience in the processing and issuance of building and/or zoning permits.

Plan Checker II

Three years of journey-level plan checking/permitting experience involving extensive public contact, to include the completion of all related training and courses, some field experience, one year of supervisory experience is highly desirable. Must have an ICC Combination Inspection Certification equivalent to the City of El Cerrito's Building Inspector II classification, or two years of plan checking experience, or any combination of the aforementioned experience to obtain the three years experience. Prior plan checking experience is preferred.

Training and Education:

Plan Checker I

Any training such as college level courses and certification programs, which are relevant to this job classification. Education equivalent to graduation from high school. College course work in a related field is desirable.

Plan Checker II

Any training, such as academic courses and certification programs, which are relevant to this job classification. Education equivalent to a high school diploma. An AA or AS degree in civil engineering, structural engineering, building inspection technology or a related field is preferred.

Licenses/Certificates/Other Requirements:

Plan Checker I

Possession of a valid California Driver's License and satisfactory driving record as determined by the City. Possession and maintenance of one of the following International Code Council (ICC) certificates: Permit Technician Certificate, Residential Energy Inspector/Plans Examiner Certificate, or Building Plans Examiner Certificate issued by the International Code Council (ICC).

Plan Checker II

Possession of a valid California Driver's License and satisfactory driving record as determined by the City. The Building Plans Examiner Certificate issued by the International Code Council (ICC) is required.

CITY OF EL CERRITO
Building Plan Checker

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Frequently
Walking:	Frequently	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Occasionally	100 + lbs:	Never
Crawling:	Occasionally	Carrying:	
Climbing:	Occasionally	up to 10 lbs:	Occasionally
Balancing:	Occasionally	11 to 25 lbs:	Occasionally
Running:	Occasionally	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Occasionally	100 + lbs:	Never

Pushing/Pulling:	
Up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never
Grasping – firm:	Occasionally
Finger dexterity:	Occasionally
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Occasionally

Coordination	-	Eye-hand:	Occasionally
		Eye-hand-foot:	Occasionally
		Driving:	Occasionally
Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Frequently
Vision	-	Acuity far:	Required
		Acuity, near:	Required

		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Frequently
		Earplugs:	Occasionally

MENTAL REQUIREMENTS

Abstract variables, interpret instructions, problems-standard, detailed-uninvolved instructions, one or two-step instructions, reading-simple, reading-complex, writing-simple, writing-complex, math skills-simple, math skills-complex, clerical, coordination, analyzing, compiling, computing, copying, comparing, negotiating, instructing, supervising, persuading, speaking-signaling, serving, taking instructions-helping, setting up, comprehend/follow instructions, perform simple-repetitive tasks, maintain work pace, relate to others, influence other people, perform varied-complex tasks, generalizations/evaluations, responsibility for direction.

WORK ENVIRONMENT

Indoors, Outdoors, Unprotected heights, Moving machinery, slipper/uneven surfaces, below ground, using computer/computer monitor screen, Works around others, Works alone, Works with others.