



## JOB DESCRIPTION

### Senior Plan Checker

Date Prepared: July, 2014

**SUMMARY:** Under general supervision, reviews advanced building plans and documents for compliance with current codes and regulations; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Provide direction to lower level staff, including staff operating the public counter, regarding processing of permits, review of simple plans, application of fees and policies, public inquiries, and similar issues.
- Assign all plan reviews to ensure prompt completion and to meet expected timelines.
- Review complex construction plans, calculations, and documents for compliance with local, state, and federal building codes, planning and zoning codes, and fire codes for all on-site construction.
- Assess project fees.
- Maintain a high level of knowledge with regard to all adopted building, fire, and planning requirements.
- Communicate with applicants, contractors, engineers, architects, developers and staff via phone, e-mail or in-person to assist with projects, fees, code application, and other inquiries or related issues.
- Research codes and regulations for interpretation and application.
- Implement, schedule, and lead meetings with applicants, contractors, engineers, architects, and developers regarding project requirements.
- Assists in developing alternate means for code compliance.
- Assist with field inspections, development, and implementation of informational handouts, resolutions and code amendments, as necessary.
- Maintain confidentiality of work-related issues and City information.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND five years plan checking experience, INCLUDING two years supervisory or progressively responsible experience. An Associate's Degree in a related field may substitute for two years of plan checking experience.

##### LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- Building Plans Examiner certification.
- Fire Plans Examiner certification.

**Knowledge of:**

- City policies, procedures, codes, and ordinances.
- Title 24 of the State Code of Regulations.
- Health and Safety Code.
- Construction scheduling, practices, and methods.
- Architectural design and construction methods.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal codes, laws and regulations.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Practicing appropriate safety precautions and procedures.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, architects, engineers, developers, contractors, external public and private agencies and the general public.
- Applying safe work practices.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment, in close proximity to other workers. Work is performed in person; telecommuting is not permitted. Incumbent may be exposed to constant interruptions. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes and/or utilizing a hand dolly to lift and transport materials and supplies weighing up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

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Department Head

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Date

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Personnel Officer

\_\_\_\_\_  
Date