CITY OF SALINAS

SENIOR PLAN CHECK ENGINEER

BARGAINING UNIT/CLASS CODE:
AMPS / 15.3103

DEFINITION
To supervise, participate in and perform the more complex and professional plan review; to oversee activities of permitting, records management and development review; and to participate in the enforcement of the City’s codes for development.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey and supervisory level in the Plan Check series. Assignments are based upon complexity of the project, requiring the exercise of independent judgment and initiative in prioritizing, scheduling, assigning and coordinating work. Incumbents are expected to perform the most complex plan review with a substantial level of professional training and experience.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Department Director or designee. Exercises general supervision over professional technical and administrative support staff.

ESSENTIAL JOB FUNCTIONS OF THE POSITION
Duties may include, but are not limited to the following:

Respond and take appropriate action to public inquiries and concerns related to permit submittals, counter questions and general inquiries with regard to all community development projects. Oversee and coordinate overall customer service for plan review and permit processing. Prepare and supervise plan check and permit issuance. Make oral presentations at City Council or other boards as assigned. Monitor the annual budget for contract plan review staff. Monitor State and City fees for compliance with the budget documents and fee and charge reports. Plan, assign, direct and supervise the work of plan review subordinates for a variety of community development projects. Prepare and review plans specifications, estimates and technical reports for accuracy, suitability, and completeness with interpretation of the adopted codes. Prepare written reports and correspondence. Confer with contractors, consulting engineers, sub-dividers, and members of the public on complex development projects. Perform and supervise complex engineering design review. Oversee the work of the City's outside plan check consultants and coordinate with outside plan check consultants for consistency and accuracy in plan reviews. Review and prepare comments for all levels of project review. Coordinate with other City departments in the permitting and plan checking process. Review development proposals and building plan checks and prepare conditions of approval and recommend corrections. Provide input regarding permit tracking systems and procedures to resolve problems and improve efficiency. Work as single point of contact for complex projects. Maintain the information distribution aspect of the Permit Services Division, including handouts, Web updates, and staff training. Works with other staff to develop and implement overall development review process. May coordinate the preparation, distribution, explanation, tabulation and review of new code interpretations. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS
Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 30 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
CITY OF SALINAS
SENIOR PLAN CHECK ENGINEER (continued)

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasional field inspections to investigate field problems affecting code compliance and/or resolve code interpretation. Occasionally includes driving to job sites, trainings and off-site meetings. Occasionally conduct City business during evening hours, including occasional weekend and irregular hours.

QUALIFICATIONS

Knowledge of:


Ability to:

Review and perform complex plan review engineering work, computations verifying, design and construction of a variety of community development projects. Prepare clear, concise and accurate reviews of specifications and technical reports. Accurately interpret and make decisions in accordance with laws, regulations and policies. Conduct engineering inspections in the field. Establish and maintain effective working relationships with others. Deal tactfully and effectively with the general public, civic and community groups and public officials. Coordinate the work of personnel assigned. Communicate with other engineers and other City personnel regarding the conduct and completion of submitted projects. Communicate clearly and concisely, both orally and in writing. Operate a personal computer and applicable software programs. Supervise, train and evaluate professional and technical subordinates. Effectively organize workload. Assist in developing Department policies and procedures in area of assignment.

Skills to:

Plan, direct, and supervise the work of others; examine building plans, calculations, and specifications for accuracy and compliance with applicable codes, ordinances and regulations. Perform, review and document the review of engineering calculations; prepare and deliver public presentations.

License or Certificate:


Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelor’s degree from an accredited college or university with major course work in civil or structural engineering or architecture and five (5) years of increasingly responsible supervisory and professional experience as a plan checker preparing and/or reviewing plans for conformance with ICC model codes.

Reviewed ___________________________________________  Approved ________________________________

Department Director  Human Resources Officer

Approval Date: ___________________________________________

ORIG: 12-16