

**CITY OF COVINA**  
**PLAN CHECKER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, oversees and is responsible for ensuring the conformance of building plans and specifications with applicable codes and ordinances; manages the public counter, coordinates clerical and office procedures; assists General Building Inspectors as needed; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Plan Checker** is the paraprofessional, journey level class in which incumbents are expected to perform the full scope of assigned duties with minimum supervision. Incumbents perform plan checking, technical fieldwork and investigation in the enforcement of a broad range of building and related codes. The work requires independence and discretion in both field inspections and plan examinations. This classification differs from the next higher classification of Building Official in that the latter is responsible for the overall management of the Building and Safety Division.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Building Official. Exercises functional and technical supervision over assigned support staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Oversees and is responsible for ensuring the conformance of building plans and specifications with applicable codes and ordinances; reviews and approves submitted building plans for compliance with building, zoning, mechanical, plumbing, electrical, housing and related codes and regulations governing the construction, alteration, repair and use of buildings and structures; performs plan checks to ensure minimum design criteria, energy standards, Health Department standards and that the Americans with Disabilities Act requirements are met.
- Interprets and monitors City rules, policies and procedures pertaining to zoning administration; explains and provides information to owners about building applications and permits; reviews applications for completeness and researches application and permit status; explains required inspections and construction requirements to owners, architects, engineers, contractors and the public; prepares and maintains records and files for monitoring deficiencies and status of compliance.
- Assists the permit counter; provides information and assistance regarding construction codes as necessary; issues and writes permits; assists in answering the more difficult questions; calculates building permits, plan check and developer fees.

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- Files and logs current projects to track status; transmits plans to other divisions, departments and outside consultants as appropriate.
- Assists the Building Official in the preparation of monthly reports, ordinances, policies and procedures; conducts field inspections when needed; follows up and coordinates investigations of complaints with Code Enforcement Officers; assists Code Enforcement Officers in complex field investigations and initiates necessary reports.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing 25 pounds or more is also required. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Plan Checker**. A typical way of obtaining the required qualifications is to possess two years of experience in a building department as a Plans Examiner or General Building Inspector, and an associate's degree in architecture or construction technology, with an ICBO Building Inspector or Plans Examiner Certification, or five years of related experiences, with a minimum of 2 years as a General Building Inspector. A bachelor's degree in architecture or engineering is highly desirable.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of an I.C.B.O. Plans Examiner or Building Inspector Certificate, Engineer in Training Certificate, and/or State license as an architect or engineer are highly desirable.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles, practices and methods used in plan checking, building inspection and permit issuance; uniform codes and related engineering practices; modern methods of building construction; applicable federal, state and local laws, codes and regulations, including laws, ordinances and codes related to building construction and zoning such as IAPMO and ICBO codes; investigative principles and practices; public relations techniques and procedures; basic principles of mathematics; techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Apply policies, procedures, codes and regulations pertaining to building plans and specifications; read and interpret complex plans and specifications; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.