

BUILDING PLANS EXAMINER SUPERVISOR

DEFINITION

To plan, organize, direct and supervise activities related to the review and approval of building construction plans ensuring compliance with pertinent codes and ordinances; to interpret and provide information to the developers, consultants, and public regarding codes; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned manager.

Exercises direct supervision over technical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the examination of construction documents for code compliance and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in the review of construction documents for proposed structures for completeness and conformity with all codes and ordinances including structural, mechanical, electrical and energy calculations, safety and health features, use of material, placements in the property, and setbacks.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for plan review activities, and monitor and control related expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Supervise and coordinate plan review workload with internal staff and outside consultants; monitor progress to ensure plan review is completed in a timely and correct manner.

Coordinate and participate in the plan review of commercial, industrial, public, single-family and multi-family residential buildings for compliance with state and local codes; work with outside consultant to coordinate structural engineering review as applicable.

Building Plans Examiner Supervisor

- 3 -

Meet and communicate with outside consultants, developers, other City departments, and the public to assist with the more complex code interpretations and applicability of regulations; research and suggest alternate methods and materials as appropriate.

Monitor the building plan review permit process including tracking of permits, establishing plan review timelines, and ensuring compliance with policies and procedures.

Assist with the selection and oversight of outside consultants.

Answer questions and provide information to the public regarding department infrastructure; investigate complaints from the public and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and techniques of building plan examination work.

Types of building construction materials and methods; building and zoning codes and ordinances enforceable by the City.

Pertinent federal, state, and local laws, codes, regulations, and ordinances enforceable by the City, including the adopted Model Building, Electrical, Plumbing and Mechanical Codes.

Principles of structural design and engineering mathematics.

Accepted safety standards and methods of building construction for commercial, industrial, and residential buildings.

Research methods and sources of information related to building code enforcement.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Building Plans Examiner Supervisor

- 4 -

Ability to:

Organize, implement and direct building plan review activities and operations.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Apply technical knowledge and follow proper examination techniques.

Read and interpret complex building plans, specifications, and building codes.

Advise on requirements for residential, commercial, and industrial buildings.

Enforce necessary regulations with firmness and tact.

Determine whether construction systems conform to City code requirements.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Four years of increasingly responsible experience as an I.C.C. certified Building Plans Examiner, including one year of lead responsibility.

Training:

A Bachelor's degree from an accredited college or university. Major course work in

Building Plans Examiner Supervisor

- 5 -

civil engineering, architecture, or a related field is desirable. Four additional years of related work experience can substitute for a Bachelor's Degree.

License and Certificate

Possession of a valid California driver's license upon date of appointment.

Possession of a valid I.C.C. certificate as a Building Plans Examiner by the date of appointment.

Possession of a valid Certified Access Specialist (CASP) within 12 months of appointment.

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Building Plans Examiner Supervisor

- 6 -