

BUILDING PLANCHECK INSPECTOR

DEFINITION

Under direction of the Assistant Building Official, to intake and check residential building submittals plans and specifications for compliance with building codes and ordinances; to prepare correction lists and maintain accurate activity reports; to process approve and issue building permits; to perform the full range of residential life-safety plan review and building inspection functions; to answer questions regarding code enforcement and structural and life-safety requirements for the public, architects, contractors and engineers; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized customer service classification for positions assigned to perform residential building processing plan checking and review, as well as residential field inspections in the Building Division. This classification works autonomously to provide the highest level of personalized customer counter, plan check, written and oral communication, and inspection services for residential customers. As requisite knowledge, qualifications, and experience is gained and work skills are demonstrated, an incumbent can reasonably expect promotion to the next higher class of Senior PlanCheck Inspector.

REPORTS TO

Assistant Building Official, Director of Planning and Building and Senior PlanCheck Inspector.

CLASSIFICATIONS DIRECTLY SUPERVISED

None, but may provide lead direction.

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EXAMPLES OF DUTIES

- Intakes, processes, reviews, and checks assigned residential building submittals and plans for compliance with building codes, ordinances, and proper construction requirements.
- Identifies potential safety and structural failures and alteration needs.
- Calculates foundation, stress, square footage, and support requirements for plan checks.
- Prepares lists of corrections for plans and specifications.
- Prepares written communication and documentation, explains and interprets applicable codes and ordinances for contractors and the general public.
- Approves, processes, and issues residential building permits.
- Performs the full range of Building Inspection responsibilities to determine compliance with applicable codes and ordinances as assigned; responds to correspondence regarding residential building plans, specifications, and code compliance.
- Issues notices of non-compliance with safety and structural standards and applicable ordinances.
- Maintains meticulous records and files.
- Provides general information about structural and code requirements to interested persons, collects monies and fees for permits.
- May provide lead direction for staff in the absence of the Assistant Building Official and Senior PlanCheck Inspector.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; crawl through various areas, including under floor and attic areas, requiring moving on hands and knees; walk on sloped ground and uneven surfaces; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to dampness, exposure to insects; exposure to hazards such as moving machinery parts, electrical current; continuous contact with staff and the public.

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KNOWLEDGE OF

- Practices, tools, equipment, and, materials used in the general construction trade.
- Federal, State, and local codes and ordinances related to residential building construction and structural requirement.
- Accepted safety standards and methods of building construction.
- Qualities of various construction materials.
- Building and related codes and ordinances enforceable by the County.
- Residential building plans and specifications and submittal requirements.
- Building inspections methods and techniques.
- Principles of mathematics related to residential building plan review and checking.

ABILITY TO

- Provide the highest level of personalized customer service.
- Intake, process, and issue building permits using permit computer software.
- Schedule and manage assigned residential permit projects through completion.
- Perform building plan checks and reviews.
- Perform residential building inspections, enforce codes and ordinances, and examine workmanship and materials.
- Detect deviations from laws, regulations, and standards construction practices.
- Apply technical knowledge of building trades work.
- Read, interpret and explain residential building plans, specifications and building codes.
- Make arithmetical calculations quickly and accurately
- Communicate effectively both orally and in writing.
- Provide advice on standard construction methods and requirements.
- Prepare clear and concise written reports and correspondence.
- Maintain thorough and meticulous project records.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.
- Provide lead direction for staff.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- ❖ I.C.C. certification as “Building Plans Examiner”, or equivalent; **and** I.C.C. certification as “Residential Combination Inspector”, or equivalent; (per CA H & S Code Sec 18949.25-31)

And

- ❖ Two (2) years experience as a Residential Inspector and/or Building Plan Checker or equivalent employed within a building jurisdiction.

SPECIAL REQUIREMENTS

Valid I.C.C. (or equivalent) Certificates as “Building Plans Examiner and Residential Inspector” (per CA H & S Code Sec 18949.25-31) must be maintained throughout employment.

Must possess a valid driver’s license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.