PLANS EXAMINER I

NATURE AND VARIETY OF WORK

This is entry-level professional work relating to the analysis of engineering construction plans, schematics, and specifications for compliance with applicable codes, ordinances, standards, and regulations. Incumbents review and examine engineering plans in a variety of areas (e.g., structural, grading, sediment/erosion control, electrical, handicap, and mechanical) for code compliance. Entry-level assignments afford opportunities for limited exercise of independent judgment and technical evaluation under the direct supervision of a higher level Plans Examiner. Assignments are performed in accordance with established engineering principles and departmental policies and procedures.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Reads, analyzes, and interprets engineering plans, specifications, and feasibility studies and test results in order to (1) become familiar and knowledgeable about the nature, scope, and details of construction projects (e.g., electrical, grading, mechanical, structural, sediment/erosion control, handicap), (2) identify problems/discrepancies in the initial design, and (3) to determine compliance/non-compliance with established codes, policies, standards, and specifications.

Makes on-site field inspections in order to obtain first-hand information that will assist in evaluating the acceptability of construction projects and its compliance with established codes, policies, regulations, standards and specifications.

Confers/coordinates with engineers, architects, contractors, developers, homeowners, inspectors and other agencies in order to (1) explain, clarify, and resolve actual/potential problems relative to the review and analysis of engineering/construction plans, specifications and drawings, and (2) initiate appropriate actions that will gain compliance with project engineering plans, specifications, policies and procedures.

Performs mathematical computations or engineering plans/specifications/drawings using a calculator/adding machine in order to (1) conduct structural/design analysis, (2) calculate quantities/determine capacities (e.g., surface flow, elevation, slopes, cubic yards, square feet/yards, rate per square feet/yards, materials) relating to construction projects, and (3) calculates permit fees/grading bond amount based upon a knowledge of engineering/construction principles, procedures, techniques and knowledge of engineering plans and specifications.

Recommends engineering changes/revisions to engineers, architects, contractors, homeowners, or management in order to bring engineering plans/drawings/sketches in compliance with established codes, policies, procedures, and standards based upon knowledge of construction principles, procedures, techniques and/or knowledge of engineering plans and specifications.

Reviews applications for permits (electrical, sign, use and occupancy) submitted by builders, developers, homeowners) in order to (1) determine their compliance with established codes, policies, procedures and standards, and 92) to initiate actions designed to gain compliance with codes, policies and procedures.

Maintains accurate, complete, and retrievable records of engineering plans and reviews activities for possible inclusion in reports.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of and ability to adapt principles, methods and techniques of the engineering field required for the position.

Skill in applying knowledge of precedents, guides and techniques.

Ability to use sound professional engineering judgment to effectively communicate (both orally and in writing) with other employees, citizens and personnel of various governmental agencies.

MINIMUM QUALIFICATIONS

Bachelor’s Degree in the engineering field (civil, transportation, architectural, mechanical, fire protection, agricultural, agronomy, etc.) as determined by the requirements of the position or any equivalent combination of education and experience which provides a basic knowledge of the modern principles and practices of the engineering profession identified.

REVISED: CB-108-1986