

PLANS EXAMINER IV

NATURE AND VARIETY OF WORK

This is supervisory and lead professional level work relating to the analysis of engineering construction plans, schematics, and specifications for compliance with applicable codes, ordinances, standards, and regulations. Incumbents may assume a supervisory or lead role in reviewing and examining the more difficult and complex engineering plans in a variety of areas (e.g., structural, grading, sediment/erosion control, electrical, handicap, and mechanical) that require the application of advanced engineering principles. Incumbents may supervise the work of lower level Plans Examiners. Assignments afford opportunities for extensive independent judgment and technical evaluation under the general supervision of a Plans Examiner V position. Assignments are performed in accordance with established engineering principles and departmental policies and procedures.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

May exercise supervisory or lead worker responsibilities within a section; assumes the duties and responsibilities of the section head in their absence.

Performs special projects as necessary at the request of the supervisor.

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 procedures.

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, elevations, 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 (2) 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

Extensive knowledge of the complex principles and practices of the engineering field required by the position and the ability to apply these principles and practices to plans examination and review.

Extensive knowledge of codes, ordinances, and standards pertaining to new construction and plans review and examination.

Knowledge of the developments and technical literature associated with plans examination and review required by the position.

Ability to perform technical research and prepare reports on difficult plans review problems; ability to judge the feasibility and effectiveness of the plans and proposals of others and to initiate compromises or alternatives.

Ability to supervise a number of professional, paraprofessional, technical and clerical personnel; ability to use sound professional engineering judgment to effectively communicate (both orally and in writing) with employees, citizens, elected officials and other governmental agencies.

Ability to establish and maintain effective working relationships with associates, employees, representatives of various other County, municipal, state and federal agencies and the general public.

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 plus experience of the type, duration, level of complexity, diversity and responsibility to be determined at the time of announcement, which has provided the applicant with the duties of a Plans Examiner IV; or an equivalent combination of education, experience and training.