

SUPERVISING PLAN CHECKER/EXPEDITER

DEFINITION

This is a management level position overseeing the plan check and permit issuance section under the direction of the City Building Official. This position works to develop and implement policies and procedures to expedite the issuance of permits, provide back-up plan check support, and maintain consistency in plan checking and customer service.

SUPERVISION RECEIVED

General supervision is received from the City Building Official and Deputy Director of Development Services.

SUPERVISION EXERCISED

Provides direct and indirect supervision of Plan Checkers, the Permit Technicians, and clerical staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Works with the Deputy Director of Development Services, Building Official and other staff to develop and implement overall development review process improvements and functions of the Permit Center.

Assigns and assists with the review of complex building plans and specifications for compliance with adopted construction codes and other applicable state and local regulations and policies within established time-frames.

Plans, organizes, directs and participates in the work of the plan check/permit issuance section of the Building Division.

Assures that the distribution of plans to Building staff, as well as other divisions, departments and outside agencies and consultants, and the responses related to review of such plans are secured within established timelines.

Insures the technical quality of plan reviews and oversees the work of the City's outside plan check consultants.

Supervises, trains and evaluates assigned personnel.

Provides input regarding permit tracking systems and procedures to resolve problems and improve efficiency.

ESSENTIAL DUTIES (continued):

Makes recommendations to the City Building Official to resolve code interpretation conflicts between plan check staff, inspection personnel and external customers.

Works as single point of contact for complex projects.

Coordinates with outside plan check consultants for consistency and accuracy in plan reviews.

Maintains the information distribution aspect of the Building Division: Handouts, information for website, etc.

Oversees code assistance and pre-application meetings as appropriate.

Makes presentations to Planning Commission, City Council and business and community groups as assigned.

Acts as City Building Official in his or her absence.

Assists in training the plan checkers, permit technicians, and clerical staff.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Construction technology, disabled access, green building, and energy codes and current engineering and construction practices and materials.

Principles and practices of administration, supervision and training including workload planning, establishing goals and objectives and problem solving techniques.

Electronic permit tracking systems, word processing and spreadsheet applications.

Plan check principles and procedures.

Ability to:

Analyze, interpret and accurately review complex building plans and specifications and calculate permit fees.

Develop timelines, meet schedules and train assigned staff.

Interpret, apply and clearly explain codes, regulations and policies to internal and external customers.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Work independently with little direction.

Establish and maintain courteous and effective working relationships with internal and external customers.

Communicate clearly and concisely, orally and in writing.

Conduct field inspections to determine code compliance and/or resolve code interpretation disputes.

EXPERIENCE AND EDUCATION

Experience: Four (4) years of full time plan check experience, two (2) years of which involve commercial and industrial plan checking for a public agency. One (1) year of lead or supervisory experience.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in building construction, architecture, engineering or a related field.

Licenses and Certificates: Possess and maintain a valid Class C California Driver's License. Possess a current International Code Council (ICC) Plans Examiner Certificate.

Certification as a Building Official by ICC is highly desirable. Registration as a California licensed architect or engineer is desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

798CS99

July 1999

Revised May 2014

AAP GROUP:2

FPPC STATUS: Designated

FLSA STATUS: Exempt