

ASSISTANT PLAN CHECK ENGINEER

DEFINITION

Under general supervision assists with checking and reviewing building plans and specifications for compliance with building and construction regulations.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Assist with checking and reviewing building plans and specifications for compliance with building and construction regulations; may conduct field inspections of projects under construction; issues building permits; assists citizens, property owners, contractors, architects and engineers with permitting and building questions; consults with architects, engineers, contractors and owners regarding matters such as design, engineering and regulations governing building plans; analyzes building designs to ensure basic engineering principles have been met; answers questions or concerns regarding different aspects of the construction process, including code related issues.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of the principles and interpretation of building codes, related laws and ordinances
Knowledgeable of the process for issuing permits
Knowledgeable of basic engineering practice
Knowledgeable of problem solving technique
Knowledgeable of quality customer service techniques and concepts
Skilled in reading and accurately interpreting plans and specifications
Skilled in following and providing oral and written instructions
Skilled in establishing and maintaining productive working relationships

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing and bending. Incumbents may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, moving traffic and construction sites.

QUALIFICATIONS

Bachelors degree in Engineering, Urban Planning, Planning or closely related field, **AND** one (1) year experience in plan review and/or construction. Depending on the needs of the City, incumbents in this job classification may be required to possess and/or maintain additional certification of licenses.