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, process for issuing permits, basic engineering practice, problem solving techniques, and of quality customer service techniques and concepts:
- Skilled in reading and accurately interpreting plans and specifications, following and providing oral and written instructions, and in establishing and maintaining productive working relationships;
- Ability to work independently and as a team member, work under pressure while remaining calm and professional, and to explain information to non-technical individuals;
- Proficient in the use of a personal computer and other electronic devices to include MS Office and other industry related software.

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
Bachelor Degree from a four-year accredited college or university in Engineering, Urban Planning, Planning or closely related field, AND one (1) year professional experience in construction and/or building plans review. An ICC Building Inspector Certification is highly desirable.