PLAN CHECK ENGINEER

DEFINITION
Under general supervision, checks and reviews 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
- Checks and reviews 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 and related laws and ordinances, process for issuing permits,
- Basic engineering practices and procedures, conflict management techniques, and quality customer service techniques and concepts
- Skilled in reading and accurately interpreting plans and specifications, following oral and written instructions, establishing and maintaining positive and productive working relationships with both external and internal customers
- Ability to effectively communicate verbally and in writing in English with all levels of staff, and to perform essential duties with little to no immediate supervision
- Proficient in the use of personal computers, electronic devices and varying software to perform essential job duties.

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
A Bachelor’s degree from a four-year accredited college or university in Engineering, Urban Planning, or closely related field, AND two (2) years experience in plan review and/or construction management. Depending on the needs of the City, incumbents in this job classification may be required to possess and/or maintain additional certification of licenses.