PLAN CHECK ENGINEER SUPERVISOR

DEFINITION
Under general supervision, supervises assigned staff engaged in 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
- Supervises assigned staff engaged in the checking and reviewing of building plans and specifications for compliance with building and construction regulations;
- Reviews plans and specifications for completeness and compliance with codes and regulations;
- Discusses projects, plans, specifications and code issues with architects, contractors and property owners;
- Coordinates and schedules projects with other divisions and departments.
- Inspects job sites for progress of buildings under construction;
- Assists staff with complex issuing permits and reviews permit issuance with clerical staff;
- Receives and answers code questions, inspection requirements and plan submittal requirement inquiries;
- Recommends hiring, training, evaluates and disciplinary action for assigned staff;
- Conducts safety/training meetings and schedules work activities for assigned staff;
- Implements divisional rules and procedures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of building codes and related laws and ordinances, public relations and customer service techniques and concepts, and of supervision principles;
- Skilled in reading and interpreting building plans and specifications, reading and interpreting code requirements and other laws pertaining to the regulation of building construction, providing and following oral and written instructions and in establishing and maintaining effective working relationships;
- 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 operation of computers, electronic devices and software packages needed 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. May be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, moving traffic and construction sites.

QUALIFICATIONS
Bachelor’s degree from a four-year accredited college or university in Architectural Engineering, Civil Engineering or closely related field, AND five (5) years experience in structural engineering or plan checking OR an equivalent combination of education and experience. Depending on the needs of the City, incumbents in this job classification may be required to possess and/or maintain additional certification of licenses.