

City of South San Francisco  
Human Resources Department

**Building Plan Reviewer**  
Class Description

**Definition**

Under general direction of the Building Official, the plan reviewer reviews industrial, office, commercial, public and residential building plans and specifications for compliance with governing codes; provides information and assistance to the public, contractors, city staff involving the interpretation of applicable codes, ordinances and zoning regulations; and monitors and reviews the work of plan review consultants.

**Distinguishing Characteristics**

This single-position classification is distinguished from other positions by its specialized focus on reviewing routine and complex building plans for compliance with applicable building codes and regulations and coordinating plan review activities with other departments and outside consultants. Work is performed with considerable independence.

**Important and Essential Duties**

1. Performs plan review of industrial, office, commercial, public, and residential structures and buildings for compliance, completeness, and accuracy with all codes, ordinances, and regulations.
2. Coordinates and tracks the building plan review process with other City personnel, outside agencies, and professional consultants.
3. Monitors and reviews the work of plan review consultants for quality assurance and quality control.
4. Provides support and assistance to the Building Division's permit counter operations. Issues building permits, calculates and collects related fees; provides information to the public regarding building, installation, and Building Code requirements; researches and answers questions at front the counter, via phone and email.
5. Makes site visits during building construction in all stages of the project to ensure compliance with applicable codes, ordinances, and regulations.
6. Prepares and maintains a variety of statistics, reports, memos, and correspondence on plan review and permit matters.
7. Prepares plan review correction list to the applicant for plan review of projects, and ensure that corrections are made in order to meet applicable codes, ordinances and zoning regulations.
8. Develops informational handouts and checklists related to building plan review requirements for public distribution.
9. Builds and maintains positive working relationships with co-workers, other City employees, and the public, using principles of good customer service.
10. Prepares requests for proposals, interviews consultants and negotiates contracts for various consulting services. Effectively administers consultant contracts.
11. May prepare reports or studies to address code issues or policy issues within the Building Division.

12. Performs related duties and responsibilities as assigned.

### **Job Related and Essential Qualifications**

Knowledge of:

- Principles and practices of building plan design, inspection and review.
- Types of building construction materials and methods.
- Pertinent federal, state, and local laws, codes, regulations, and ordinances enforceable by the City, including the adopted Building, Electrical, Plumbing, Mechanical, Green and Energy Codes.
- Procedures and techniques of plan review.
- Principles of structural design and engineering mathematics.
- Modern office procedures, methods, computer equipment and software.
- Research methods and sources of information related to building code enforcement.
- Principles and practices of customer service.

Ability to:

- Understand and apply City policies and Department procedures.
- Read and interpret building plans, maps, engineering calculations, project specifications and commercial, residential and industrial blue prints.
- Determine if construction systems conform to City code regulations.
- Analyze, evaluate and solve building and code problems and issues and take appropriate course of action.
- Work independently and as a team member.
- Recognize and set priorities and meet deadlines.
- Prepare complex reports and analyses.
- Stay abreast of changes in relevant codes.
- Make engineering and mathematical computations rapidly and accurately.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Skill in:

- Using a computer and associated software.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible building plan examination, architectural design, and/or engineering design experience.

**Training:**

A bachelor's degree from an accredited college or university in Engineering, Architecture or related field is required.

**Licenses and Certificates**

All licenses and certificate must be maintained as a condition of employment:

- Possession of International Code Council (ICC) Plans Examiner Certification is required.
- Possession of Engineer's or Architect's professional license is desirable.
- Possession of CAsP certification is desirable.
- Possession of, or the ability to obtain, an appropriate California Driver's license, which must be maintained as a condition of employment.

**Special Requirements**

Essential duties require the following physical skills and work environment:

**Physical Skills:**

Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, lift and carry 35 pounds; maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen, including maps and plans; hearing and speech to communicate in person, over the telephone.

**Work Environment:**

Mobility to work in a standard office environment and/or field setting; exposure to cold, heat, noise, outdoors, vibration, confined spaces, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to work protracted and irregular hours, and available for evening meetings.

**Ability to:**

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs.

**Additional Information:**

- Approved: June 2017
- Revised Date:
- Former Titles:
- Abolished:
- Bargaining Unit: AFSCME
- DOT: No
- Status: Classified/non-exempt
- Job Code: A690