

**CITY OF FONTANA  
PLANS EXAMINER I  
PLANS EXAMINER II**

**DEFINITION:** To perform professional plans and technical level work which involves the checking and reviewing of plans, calculations and specifications for tract housing, multi-unit residential, commercial, and industrial building projects for compliance with established codes, ordinances, and other applicable regulations; to provide information and assistance at the public counter, over the telephone, or in meetings to architects, engineers, contractors, homeowners, and the general public.

#### **DISTINGUISHING CHARACTERISTICS**

Plans Examiner I – This is the entry level class in the Plans Examiner series. This class is distinguished from the Plans Examiner II by the performance of the less complex plan and examination work. Because this position is typically entry-level, employees may have only limited or no directly related plan check work experience. An employee in this position is expected to read and interpret building plans and codes and have a working knowledge of plumbing, air conditioning, electrical and building construction.

Plans Examiner II – This is the full journey level position. Employees in this position are distinguished from the Plans Examiner I by the performance of the full range of duties as assigned. Employees at this level are fully aware of the operating procedures and policies of the work unit.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Review and evaluate plans, structural engineering calculations, soil analysis reports, and other reports for commercial, industrial and/or residential projects to ascertain conformance to Building, Mechanical, Plumbing and Electrical Codes, and pertinent provisions of City, State, and County health and environmental codes, laws and regulations.
- Prepare plan check reports indicating deficiencies in plans, structural engineering calculations, soil analysis reports and other reports, and ensure that requisite corrections are met.
- Approve plans that comply; issue permits for construction.
- Confer with architects, engineers, contractors and the general public on proposed projects to resolve unusual problems.
- Make field inspections to determine structural soundness or proper installation of unusual designs, materials or equipment.
- Suggest corrections of defects or inadequacies found that require deficiencies be corrected to meet requirements of applicable codes.
- Answer questions and advise the public by telephone and at the public counter concerning codes and plan check reports; advise building inspectors of unusual design, construction or installation problems.

- Classify and log new projects for plan checks; create plan check files; enter initial site data and permit data on computer; revise data as project status and details change.
- Interact with staff from other city departments involved in the plan review process.
- Complete work assignments using computer and related software programs.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform any tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** The position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance. The need to lift, drag and push files, reports, or other materials weighing up to 25 pounds is also required.

**EXPERIENCE AND TRAINING GUIDELINES:**

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Major types of building construction, materials, and methods.
- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.
- Building related codes and ordinances enforceable by the City, including Building, Electrical, Plumbing, and Mechanical codes.
- Computer operation and related software.
- More complex principles of structural design and engineering mathematics.
- Engineering principles related to materials and design concepts of mechanical, electrical and plumbing systems.
- Research methods and sources of information related to building code enforcement.

Ability to:

- Learn and accurately interpret and apply pertinent Federal, state, and local laws, codes and regulations.
- Determine if construction systems conform to City Code requirements
- Learn and apply City codes and policies regarding zoning, environmental matters, and other regulations to field situations.

- Advise on standard construction methods and requirements for residential, commercial and industrial buildings.
- Make engineering and mathematical computations rapidly and accurately.
- Research and write technical reports.

## **EXPERIENCE AND TRAINING GUIDELINES**

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

**Experience:** Plans Examiner II – Two years of journey level building construction experience relating to structural engineering, mechanical, electrical and plumbing systems, and a minimum of one year of Plans Examination experience.

Plans Examiner I – One year of experience in journey level building construction and the training and/or experience of plans and engineering experience examination.

**Training:** Equivalent to the completion of the twelfth grade supplemented by specialized college level courses in construction technology, or a related field.

**License or Certificate:** Possession of, and continuously throughout employment a valid California Driver's License. Possession of, or equivalent to an ICBO/ICC Plans Examiner certification is required within one year of appointment.