



**CITY OF SANTA CRUZ
SENIOR PLANS EXAMINER**

Reports to: Deputy/Chief Building Official or
Supervising Plans Examiner as assigned
Supervises: Provides lead direction to Assistant Plans examiner/Permit Coordinator
Bargaining Unit: Service

BASIC FUNCTION

Under direction, this position performs a variety of the more complex plan review services and assists in planning and directing division plan review activities; performs plan checking of submitted plans including larger construction development projects; coordinates building permit and plan review services activities with other city departments; may perform complex field inspections for compliance with applicable construction codes; and performs other related functions as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Assistant Plans Examiner / Building Permit Coordinator classification in that the later performs the more routine plan check functions and permit application processes. The Senior Plans Examiner may be called on to act in the building official's stead.

TYPICAL DUTIES *(May include, but are not limited to the following):*

- Reviews and examines plans and specifications of residential, commercial, industrial, public or other major developments for compliance with building standards codes and ordinances.
- Coordinates with applicants and checks plans for compliance with the City of Santa Cruz Green Building Program including public outreach.
- Assists permit applicants, participating and proactive in the solution process of changes and modifications to bring the plans up to code requirements.
- Provides assistance to building inspectors to maintain consistent application of code provisions and advises on work assignments and challenges.
- Updates and maintains technical manuals and publications.
- Provides technical support to city departments for construction, energy and green building projects.
- Provides technical information to the public on code and design requirements and on difficult or unusual code requirements for major structures; answers inquiries from the public relating to regulations for building and housing construction, remodeling and repair, including structural, non-structural, plumbing, mechanical, electrical and other code related questions.
- Reviews planning project plan reviews for initial compliance with building standards codes and local building ordinances; prepares clear and concise reports, coordinates with other city departments, design professionals and applicants.
- Monitors and coordinates plan review services activities from permit application to issuance.
- Maintains records, prepares a variety of reports, and makes estimates of a specialized nature in connection with various building projects.
- Provides technical public counter support, receives permit applications reviews for code compliance and issues permits.

- May perform field inspections for all types of construction, including multifamily units and nonresidential projects.
- Assists code enforcement with building, housing, plumbing, electrical and related violations.
- Inputs, accesses and analyzes data in the computer. Proactive in the use and development of the city permit tracking system.
- May assist Building Official in division operations as assigned.
- Provides training and leads staff.
- May perform other related duties as required.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping and reaching in the performance of daily activities. The position may also work on slippery uneven surfaces. The position requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. The position also requires acute near and far vision in reading written reports and work related documents and in the performance of daily duties. Acute hearing is required when providing phone and personal service. The incumbent may perform work outdoors in all weather conditions, including wet, hot and cold. The need to lift items weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge:

- Current plan check methods and practices.
- Federal and state codes and regulations governing housing and building construction, rehabilitation, alteration and use and occupancy.
- Effective use of the building standards codes.
- Building materials, construction methods, electrical installation and repair, plumbing and mechanical methods and materials, and fire resistive construction and building materials.
- Effective combination building inspection requirements and procedures.
- Blueprint reading and terminology used in building plans and specifications.
- Safe work practices and procedures
- Legal procedures involved in the administration of codes and ordinances.
- Basic computer applications.
- Correct English language usage, spelling, grammar and punctuation.

Abilities:

- Review plans and construction documents for compliance with applicable building standards codes and ordinances, including the city green building program, being thorough and accurate.
- Read and interpret construction plans, notes, specifications and legal property descriptions and coordinate plan review requirements and process with applicants.
- Learn, interpret, apply and explain established City policies, procedures and codes.
- Become proficient with and effectively administer Title 18 of the Santa Cruz Municipal Code.

- Write clear and comprehensive reports and correspondence on administrative and technical issues.
- Proficiently navigate the codes, locating requirements and conducting associated research.
- Interpret, apply and explain complex governmental regulations.
- Establish and maintain accurate records; proficient in the city permit tracking system.
- Understand complex mathematical formulas and complete structural load and stress analysis using recognized standards.
- Set priorities, meet deadlines and make sound decisions.
- Communicate in a courteous and effective manner; establish and maintain effective working relationships with city employees and the general public including property owners, contractors, architects and engineers.
- Assist in training and evaluation of assigned staff.
- Demonstrate an enthusiastic, resourceful, and effective customer service attitude.
- Drive company vehicle.

Education and Experience

Any combination of education or experience that has provided the required knowledge, skills and abilities is qualifying. A typical way of obtaining these qualifications is:

High School graduation or tested equivalent and,

- Two (2) years of college with a building inspection/construction related field emphasis and,
- Two (2) years experience as a journey level plans examiner
or,
- Four (4) years journey experience in the construction, design and/or inspection trades and,
- Two (2) years experience as a journey level plans examiner

License and Certification

- Possession and continued maintenance of a valid class C California driver's license and a safe driving record, and
- Possession and continued maintenance of the following certifications*;
 - International Code Conference (ICC) Building Plans Examiner,
- Must possess one (1) ICC commercial certifications from the following within one year from date of hire;
 - Electrical Plans Examiner
 - Mechanical Plans Examiner
 - Plumbing Plans Examiner
 - Electrical Inspector
 - Mechanical Inspector
 - Plumbing Inspector
 - or State CASp Certification; Certified Access Specialist
- Must possess a second certification, unrelated by trade, from the above list within 18 months from date of hire.*

*Other equivalent certification combinations may be considered acceptable upon approval by the Building Official.

City of Santa Cruz
Senior Plans Examiner

Classification No.: 277
Date of Issue: 5/11
Update: 7/13

Career Ladder

- Chief Building Official
- Deputy Building Official
- Supervising Plans Examiner
- *Senior Plans Examiner*
- Assistant Plans Examiner/ Permit Coordinator