CITY OF SANTA CRUZ
SUPERVISING PLANS EXAMINER

Reports to:	**Deputy/Chief Building Official**
Supervises:	**Supervises Senior Plans Examiner, Assistant Plans Examiner/Permit Coordinator. Leads building inspectors and other personnel as assigned.**
Bargaining Unit:	**Supervisory**

BASIC FUNCTION

Under general direction, is responsible for supervising the plan review and public counter function in the inspection services division of the planning and community development department. The classification performs a variety of the most complex plan review services and assists the building official in planning and directing division activities, with an emphasis on plan review and permit processing; performs plan checking of all submitted plans including larger construction development projects; coordinates building permit and plan review services activities with other city departments; performs complex field inspections for compliance with applicable construction codes; and performs other related functions as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Senior Plans Examiner classification by the increased and broadened level of skills and abilities, including a greater complexity and scope of duties assigned; performing the most complex plan review service assignments both in the office and the field, reviewing and making recommendations of alternate approval requests, and providing training and supervision to division staff. The Supervising Plans Examiner classification assists the building official in managing the division, with primary supervisory duties in plan review and permit coordination, and secondary lead responsibility of the inspection function. This position is expected to be called upon to act in the building official's stead. The Supervising Plans Examiner classification is distinguished from the next higher level Deputy Building Official classification in that the later manages the daily operations of the Building Inspection Services division and which also provides administrative support to the Chief Building Official.

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

- Supervise plan review and public counter function, organizing and managing staffing and workload, coordinating with plan review consultants, maintaining thorough, accurate and timely service delivery.

- Checks plans of all types, including complex construction and development projects, using the current building standards codes and other related construction codes adopted by the City of Santa Cruz.

- Coordinates with applicants and checks plans for compliance with the City of Santa Cruz Green Building Program; Proactive in the training, public outreach and continued development of the Green Building Program.

- Assists applicants whose plans do not conform to requirements, participating in the solution process of changes and modifications to bring the plans into code compliance.
- Resolve project challenges and customer concerns.
- Reviews plan review policies and standard operating procedures, makes recommendations for improvements in efficiency and final work product.
- Provides assistance to inspectors, maintaining consistent application of code provisions and advises on work assignments and challenges.
- Updates and maintains technical manuals, records and forms.
- Provides technical and functional administrative support to other city departments for building and energy 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.
- Performs field inspections, as needed, for all types of construction, including complex commercial, industrial and essential facility projects.
- Assists in court actions involving 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.
- Assists Building Official in division operations as assigned.
- Supervises, trains and evaluates staff.
- 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.
- Codes involved in construction including the California Code of Regulations Title 24 Building Standards Codes; Building, Residential, Mechanical, Electrical, Plumbing and others.
- Federal and state codes, regulations and standards governing housing and building construction, rehabilitation, alteration and use and occupancy.
- Effective use of the building standards codes.
- The principles, materials and methods used in building design and construction.
- Effective combination building inspection requirements and procedures.
- Blueprint reading and terminology used in building plans and specifications.
- Safe work practices and procedures.
- Legal aspects involved in the administration of codes, ordinances and code enforcement.
- Basic computer applications.
- Effective supervisor/management skills and abilities.
- 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.
- Effectively supervise plan review and public counter services.
- Assess situations, use good judgment and make sound decisions.
- Read and interpret construction plans, notes, specifications and legal property descriptions and coordinate plan review requirements and process with applicants.
- Become proficient with and effectively administer Title 18 of the Santa Cruz Municipal Code.
- Learn, interpret, apply and explain established City policies, procedures and codes.
- 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 with proficiency and tact.

- 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.
- Supervise, train, mentor and evaluate staff.
- Demonstrate an enthusiastic, resourceful, and effective customer service attitude.
- Work well independently, as well as, foster a team approach to public service.
- 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,
- Five (5) years of experience as a journey level plans examiner, of which three (3) should be as (equivalent to) a Senior Plans Examiner with the City of Santa Cruz.

or

- Four (4) years journey experience in the construction, design and/or inspection trades and,
- Five (5) years of experience as a journey level plans examiner, of which three (3) should be as (equivalent to) a Senior Plans Examiner with the City of Santa Cruz.

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, and at least two (2), unrelated by trade, ICC commercial certifications from the following;
        - Electrical Plans Examiner
        - Mechanical Plans Examiner
        - Plumbing Plans Examiner
        - Electrical Inspector
        - Mechanical Inspector
        - Plumbing Inspector
        - or State CASp Certification; Certified Access Specialist
    - A third certification from the list above is required within twelve (12) months from date of hire.*

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

Classification No.:	362
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Career Ladder

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