

## SENIOR PLANS EXAMINER

### **DEFINITION**

Under general supervision, performs combination plan review and structural engineering review of complex single family dwellings, or plan review of architectural, electrical, plumbing and/or mechanical systems, in the field or office, relating to the design and construction of complex private or public commercial and industrial structures; or the review of utility development projects.

### **SUPERVISION RECEIVED/EXERCISED**

This classification receives supervision from the Supervising Plans Examiner. This class does not exercise supervision.

### **DISTINGUISHING CHARACTERISTICS**

Senior Plans Examiner is an advanced working/lead level class in which incumbents perform combination plan review and structural engineering review of complex frame single-family dwellings and commercial interiors and alterations, or architectural, electrical, plumbing and/or mechanical plan review related to fire, life, health, and safety requirements for commercial and industrial buildings; or review of water or sewer systems. Incumbents may also provide lead direction to staff engaged in the plan review process. This class is distinguished from Plans Examiner in that incumbents of the latter do not have ongoing responsibility for providing lead direction to others.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but not limited to, the following:*

Performs combination plan review of nonstructural architectural, electrical, plumbing, and/or mechanical systems and plan review of structural elements of complex single-family plans and specifications for compliance with applicable codes and ordinances and accepted engineering principles and practices.

Performs nonstructural architectural electrical, plumbing and/or mechanical systems plan review of complex buildings for compliance with life, fire, health, and safety requirements and disabled access requirements of applicable codes and ordinances and accepted design principles and construction practices.

Reviews and approves architectural, electrical, plumbing and/or mechanical system plans of complex commercial and industrial buildings, multi-family dwellings, hotels and motels, and buildings with atriums, enclosed malls, smoke-removal systems and high-pile storage.

Performs combination plan review for small commercial interior alterations per City policy.

May provide lead direction to staff engaged in architectural, electrical, plumbing, mechanical and/or residential plan review.

May inspect projects for conformance and design during construction and at final acceptance.

Consults with architects, engineers, contractors and field inspection personnel on questionable fire, life, health, and safety systems, or single-family dwelling structural systems, to determine if proposed solutions are adequate.

Assists in the preparation of proposed policy statements and code change recommendations regarding architectural, electrical, plumbing, and mechanical system requirements for fire, life, health, and safety provisions.

Prepares comprehensive reports and makes recommendations on architectural, electrical, plumbing and/or mechanical problems.

Maintains records of all plans and buildings evaluated, examined, and approved including time and cost records; may prepare cost estimates and fee calculations.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Architectural, electrical, plumbing and mechanical system requirements for fire, life, health, and safety principles and practices as related to the preparation and evaluation of plans and specifications for a variety of public and private construction.

Principles and practices of architectural, electrical, plumbing, and mechanical engineering drafting.

Structural engineering principles related to the design of single family dwellings and commercial interiors and alterations.

Applicable building codes, regulations, local ordinances, and state laws as related to residential occupancies and commercial and industrial buildings.

### **Skill to:**

Operate office equipment, including a computer and a variety of word processing and software applications.

**Ability to:**

Provide lead direction and training to assigned staff.

Apply approved nonstructural architectural, electrical, plumbing, and mechanical system requirements for fire, life, health, and safety methods and standards to the design, construction, and maintenance of a variety of construction projects.

Prepare clear, concise, and comprehensive written materials.

Communicate effectively, orally, and in writing.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

**MINIMUM QUALIFICATIONS**

Two (2) years of experience equivalent to that gained as a Plans Examiner with the City of Fresno.

**OR**

Graduation from an accredited college or university with a Bachelor's Degree in engineering, engineering technology, construction technology, inspection technology, architectural drafting, or related field; and two (2) years of experience in design or construction of commercial and industrial buildings and multi-family dwellings.

**OR**

Three (3) years of experience in construction inspection of new commercial or industrial buildings and multi-family dwellings with the City of Fresno; and a valid and current certification listed below:

ICBO certification as a Plans Examiner or Building Inspector for architectural specialty

IAEI/ICBO certification as an Electrical Inspector for electrical specialty

IAPMO/ICBO certification as a Plumbing Inspector for plumbing specialty

**Special Requirements**

Possession of a valid California Driver's License may be required at time of appointment.

Possession of a current certificate as a Plans Examiner or Building Inspector by a recognized code publishing organization such as the International Code Council (ICC), within two years of appointment.

Recruitments may be limited to a specific area of expertise as required by operational needs. The specific areas of expertise are listed below:

1. Architectural
2. Electrical
3. Plumbing
4. Mechanical

APPROVED: Signature on File DATE: 09/23/16  
Director of Personnel Services

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