

## **SUPERVISING PLANS EXAMINER**

### **DEFINITION**

Under direction supervises activities of staff engaged in plan review or permit issuance of commercial, industrial, and residential projects for compliance with the building regulations of the Fresno Building and Housing Code embodied in the Fresno Municipal Code.

### **SUPERVISION RECEIVED/EXERCISED**

Supervises subordinate personnel engaged in the enforcement of pertinent codes, ordinances, and regulations.

### **DISTINGUISHING CHARACTERISTICS**

Supervising Plans Examiner is the first-line supervisory level in the plans examiner series of the Planning and Development Department. Incumbents supervise subordinate personnel engaged in the enforcement of pertinent codes, ordinances, and regulations related to fire, life and health safety requirements, accessibility standards, and structural elements of construction for public or private building projects permitted within the City of Fresno. This class is distinguished from Plans Examiner III in that the latter position has supervisory responsibilities.

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

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

Supervises staff assigned to plan check and/or inspection duties of high-rise, industrial, commercial, multi and single family residential, change of occupancy, and or relocations. Monitors work performed by project staff for accuracy and completeness.

Assists in the direction and administration of building and safety functions.

Supervises the counter operation of the permit center. Schedules counter staffing, monitors counter processes and interprets processes, policies and procedures.

Implements improvements in plan check and counter procedures and operations; develops quality control programs; prepares and conducts weekly training programs for staff.

Reviews and assists staff with complex plans or details, providing direction and guidance in the plan check and permit issuance process.

Monitors and assists with use and maintenance of the departments computerized permit system.

Reviews, monitors, and prepares reports and notices in accordance with departmental policies and requirements related to the enforcement of the Fresno Building Code.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

The California Building Standards Code, Fresno Municipal Code and pertinent state, local and regional regulations.

The principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

### **Ability to:**

Read and interpret construction plans and specifications, and knowledge of practices used in the design and construction of residential, commercial, and industrial building occupancies and accessory structures.

Plan and supervise the work of professional and technical staff in the interpretation of plans, technical data, and policies for enforcement of applicable codes.

Exercise sound independent judgment within general policy guidelines and operating parameters.

Read and prepare clear, concise, and comprehensive written reports, records, correspondence, and other written materials.

Establish and maintain positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

Four years experience equivalent to that gained as a Plans Examiner III with the City of Fresno.

**OR**

### **Education:**

Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Architecture, Construction Management or a related field and,

### **Experience:**

Two years of progressively responsible lead experience which includes assigning, reviewing and coordinating work of subordinate staff, in one or more of the following areas: architecture, engineering, construction, code enforcement, permit or plan review, inspection or a related field. Additional qualifying experience may be substituted for the required education on a year for year basis.

## **Necessary Special Requirements:**

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

Incumbents must acquire certification from a nationally recognized agency as a “Certified Building Inspector,” or “Certified Plans Examiner” during the first two years of employment and maintain the required certificate for the entire term of employment in this job classification.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_

APG:NK:RLR:08/20/04  
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