



Town of Danville

PLANS EXAMINER

DEFINITION

Under administrative direction of the Chief Building Official, to coordinate division plan review activities; to perform review of construction plans, calculations and specifications in the building inspection program for compliance with pertinent codes, ordinances and building laws; to provide technical assistance and support to Building Division staff; to act as technical advisor to Town staff on code compliance issues; and to do related work as required by the Chief Building Official.

ESSENTIAL JOB DUTIES

Essential job duties for this position are the abilities to articulate complex building issues to the public; consult with contractors, designers and property owners regarding safety requirements of building design; answer questions and give instruction regarding building requirements compliance standards; make independent analysis when required to justify the adequacy and safety of questionable designs. Additional duties include advising and assisting planning, engineering and code enforcement personnel regarding building-related issues. Candidate must have the necessary manual dexterity to climb ladders on multi-story structures and to crawl and work in confined areas and spaces. Candidate must possess audio and visual capabilities to converse by telephone, the ability to read and interpret various codes and to apply good judgment in the enforcement of same; and the ability to write clear and complete correction notices and inspection reports.

OTHER JOB DUTIES

Provide field inspections on an as-needed basis. Provide information to the public on building regulations and Town requirements. Respond to requests for information and project history.

QUALIFICATIONS

Knowledge of:

- Federal, State, and local laws, codes and ordinances relating to building construction and zoning, including State Energy and Accessibility standards.
- Types of building materials, testing procedures and methods of construction.
- Principles and techniques of building inspection, plan checking and good public relations.
- Modern office methods including computer applications.

Ability to:

- Prepare technical reports and general correspondence.
- Communicate effectively in written and oral form.
- Read and interpret building plans, detail sketches, calculations and specifications.
- Enforce codes with good judgment & impartiality.
- Apply technical knowledge of building trades.
- Meet and converse tactfully with the public.
- Provide a high level of customer service to all contacts.

EXPERIENCE AND EDUCATION

Graduation from high school or equivalent. Four years of recent, paid experience conducting building, electrical, mechanical, and plumbing inspections and/or plan checking of same. Municipal experience is desirable. A Bachelors degree in architecture or civil engineering may substitute for the required inspection or plan checking experience.

LICENSE/CERTIFICATION:

Possession of a valid Class C, California Driver License is required.

ICC certification as Building Plans Examiner.

Certificates in Building, Electrical, Mechanical, and Plumbing.

Registration as a Civil Engineer in the State of California may be substituted for ICC certifications at time of hire.

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