



CITY OF ALBANY BUILDING PLANS EXAMINER

Under general supervision, reviews building permit applications in the City to ensure compliance with the requirements of the California Building Standards Code, including the review of California Fire Code and compliance with City standards for construction in the public right-of-way; serves as the City's in-house certified plans examiner; assists with code enforcement activities, building inspections, review of planning applications, timely processing of building permit applications, and disaster preparedness and response; ensures compliance with state and federal environmental regulations; develops checklists, handouts, on-line documents, webcasts, and other outreach materials to assist applicants; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Development Director. Exercises no direct supervision. May provide technical and functional direction to lower-level staff.

Class Characteristics

This job class functions at the journey level of job performance. Positions in this class are fully competent to perform responsible and difficult building and plan examinations concerning new construction and existing building modifications. Incumbents exercise independent judgment and make sound recommendations based on building plan examination results. Successful performance of the work requires thorough knowledge of building plans codes, standards, practices, and procedures.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews building permit applications for compliance with the Municipal Code, the California Building Standards Code, and other state and federal construction related requirements.
- Reviews building plans and specifications for new construction and existing building modifications for conformance with fire protection laws and regulations, and for possible fire hazards.
- Coordinates review of applications with colleagues in the Community Development Department, Fire Department, Public Works Department, applicable utility agencies, and other government agencies as necessary.
- Confers with and provides information to property owners, tenants, contractors, developers, engineers, architects, City officials, and the general public regarding conformance to standards, plans, specifications, and codes.
- Prepares clear and informative written comments to applicants.
- Provides responses to requests for information from members of the public.
- Uses electronic permitting system to track applications and permits.
- Issues permits for public assemblies and all occupancies listed in the fire and building Codes.
- Completes typical administrative tasks associated with the position's responsibilities; maintains required records and prepares reports.
- Reviews and/or assists City departments in the preparation of engineering documents, including agreements, maps, legal descriptions, resolutions, ordinances, letters, formal correspondence, reports, records, requests for proposals, contracts, and contract bids.
- Stays abreast on federal, state, regional, and local laws and regulations affecting construction activities.

- Assists the Community Development Director, Fire Chief, and City Engineer in the preparation of policies and programs required for the City to maintain compliance with regulatory policies and procedures.
- Monitors regional and statewide organizations and agencies related to construction codes and participates in meetings and programs as appropriate; gathers and disseminates important information to City staff.
- Assists in inspections with the Fire Department to ensure compliance with fire safety codes, regulations, and sound fire prevention practices.
- Provides technical advice regarding the installation and maintenance of fire prevention equipment.
- Assists the Fire Chief in reviewing existing fire prevention policies and regulations, and recommends new fire prevention ordinances and revisions to existing ordinances.
- Performs related duties as assigned.

Knowledge of:

- Pertinent federal, state, regional, and local laws, ordinances, codes, rules, and regulations, including the California Building Standards Code and those related to fire prevention.
- Engineering standards, including utility requirements, requirements for work in the public right-of-way, storm water runoff requirements, fundamentals of construction site traffic control, and worker safety requirements.
- Principles and practices of design and construction.
- Methods and techniques of building materials and construction.
- Principles and practices of heat travel and combustion.
- Principles, systems, procedures, practices, and methods employed in fire prevention and inspection.
- Principles of sustainable building practices.
- Principles and practices of accessibility requirements.
- Principles and practices of customer service.
- Principles and practices of business letter writing and report preparation.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, spreadsheet software, electronic permitting, and GIS.

Ability to:

- Read and understand codes, plans, and specifications.
- Interpret and apply applicable federal, state, regional, and local laws, ordinances, codes, rules, and regulations.
- Review, interpret, and approve fire suppression and alarm systems plans, specifications, and blueprints.
- Check complex engineering calculations for accuracy.
- Explain code requirements clearly and concisely to applicants and property owners.
- Independently research technical aspects of code requirements.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Demonstrate patience, tact, and diplomacy with the public.
- Prepare clear and concise handwritten notes, emails, and memorandums.
- Function in assigned roles in the Emergency Operations Center.
- Assimilate information, process logically, and make sound decisions.
- Make independent decisions in emergency and non-emergency situations based on applicable codes and established procedures.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating necessary equipment.

- Maintain physical and mental capacities appropriate for the performance of required duties and responsibilities, including accessing construction sites.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth grade, supplemented by two years of course work in engineering, architecture, or a related field and formal training in recent versions of the California or International Building Codes. Three years experience as an employee of, or consultant to, government agencies as a plans examiner, building or public works inspector, construction manager, or related position.

Licenses and Certifications

Valid California Driver's License.

Current, valid International Code Council (ICC) or equivalent* Building Plans Examiner certification (** If certification is with an equivalent organization, an ICC certification must be awarded within six months after employment*).

California Access Specialist (CASp) certification is desirable; in the absence of a CASp certification, working knowledge of accessibility requirements is required.

California Post-Disaster Safety Assessment Program (SAP) certification is desirable (*certification must be awarded within six months after employment*).

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to inspect various development sites and public works facilities; vision to read printed materials and a computer screen, and to make inspections as noted above; physical dexterity to climb ladders and staircases; and hearing and speech to communicate in person, before groups, and over the telephone and radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the strength and stamina to lift and carry up to 25 pounds.

Environmental Elements

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. On occasion, employees must have the ability and comfort in accessing all areas of a construction site in all weather conditions including entering crawlspaces and climbing ladders. Employees may interact with upset staff and/or public and private representatives in interpreting departmental policies and procedures.

Special Requirements

Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities.

Positions in this classification require a willingness and ability to work flexible hours, including to attend occasional off hours meetings.

Positions in this classification require the availability to respond to disasters and construction-related emergencies on a 24/7 basis with notification by mobile communications device.