



DUBLIN
CALIFORNIA

INVITES APPLICATIONS FOR THE POSITION OF

PLAN CHECK ENGINEER

APPLY ONLINE AT WWW.CALOPPS.ORG

SALARY

\$10,800- \$13,501 per month

JOB TYPE

Permanent, Full-Time

FILING DEADLINE

Open Until Filled

First review deadline: Monday, January 13, 2020

THE POSITION

The City of Dublin is seeking a Plan Check Engineer to perform, direct, and supervise Plan Check activities of the Building Division within the Community Development Department. Under the direction of the City's Chief Building Official, performs a full range of plans examination duties to ensure projects and structures are in compliance with laws, ordinances, codes and regulations before permits are issued as well as during construction when changes are made or modifications are desired; performs a full range of customer service duties including assisting, providing information to and answering questions from architects, engineers, builders, and owner; and serves as a resource for the City's building inspection staff.

EXAMPLES OF DUTIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Checks plans, specifications, and calculations on building plans submitted by architects, engineers, contractors, and owners for compliance with structural design, life safety design, grading, soil reports, energy standards, disabled access, and general conformity to applicable ordinances, laws and State building codes.
- Checks plans for accuracy of design and completeness; checks complex plans and calculations to determine loading on roofs, walls, and floors, size and spacing of beams, rafters, and joists, amount and size of reinforcing in concrete members, type of structural connections and adequacy of design to meet earthquake, wind load, and material stress and Title 24 requirements.
- Makes independent analysis, when required, to justify the adequacy and safety of questionable designs.
- Answers questions and gives instructions to architects, engineers, contractors, and owners regarding building requirements to achieve compliance standards; seeks to solve engineering problems as necessary.
- Calculates and collects building, and related fees.
- Keeps abreast of new building construction methods and materials.
- Oversee the issuance of permits after plan review approval.

- Makes field inspections as required or assigned.
- Coordinates and participates in the City's plan review process; coordinates with other staff to determine which projects to review in-house and which to have reviewed by outside consultants and contract review services.
- Performs a full range of plan review related duties; reviews engineering reports, drawings, specifications and calculations for buildings to ensure compliance with codes, regulations, and ordinances; interprets codes and regulations in the performance of plan check activities.
- Consults and provides support to engineers, architects, contractors, designers and others regarding matters such as design, engineering and regulations governing building plans; analyzes building designs to ensure basic engineering principles have been achieved.
- Coordinates the plan review process of a submitted building permit for complex construction projects with other City staff, outside agencies and professional consultants.
- Provides technical information and compliance methods concerning building codes and other health and safety codes to the public and customers.
- Reviews and analyzes commercial, industrial and complex residential building plans, structural calculations, specifications and reports for conformance with applicable codes, ordinances and accepted design and construction practices.
- Checks specifications for buildings and other structures involving installation, repair, replacement, and alteration for compliance with applicable codes and regulations.
- Provides a full range of customer service; responds to complex and difficult inquiries and requests for information; responds to public and agency technical and non-technical inquiries by phone, e-mail, fax, and at the counter; explains requirements of various laws, codes, ordinances, and regulations.
- Assists and works cooperatively with property owners, contractors, developers, architects, engineers, and their representatives in submitting plans and other documents, applying for permits, and on other matters relating to building permits.
- May perform field inspections and advises/assists Contract Building Inspectors regarding structural and other problems arising in the field.
- Provides technical and professional assistance/advice to the City's Building Official; participates in policy development.
- Recommend the appointment of Division personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the assigned unit.
- Provides technical and functional direction for assigned staff; prepares written performance evaluations; prioritizes and assigns tasks and projects; instructs employees as required.
- Performs required duties under the City's Emergency Operations Center (EOC) and disaster response.
- Maintains records and prepares a variety of correspondence and documentation related to plan review and permit matters.
- Maintains current knowledge of all applicable codes, ordinances and regulations and of approved methods, materials and equipment pertaining to building and construction; attends meetings and conferences of inspection officials.
- Ensures that plan checks are processed in an accurate and timely manner.
- Assists in the preparation and administration of the Division's budget.
- May assume the responsibility for supervision for all Division functions in the absence of the Chief Building Official.
- Perform other duties as assigned.

QUALIFICATIONS

1. Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, architecture or closely related field.

2. Experience: Four years of experience performing plan check reviews; structural engineering design work, or architectural design work and two years of administrative and/or lead supervisory experience performing inspection work related to building code compliance. Related experience working for a City, County or State is high desirable. A Master's Degree in engineering, architecture, public administration or closely related field, may be substituted for two years of experience.
3. Licenses; Certificates; Special Requirements: Possession of a valid California Class C Drivers' License and Certificate of Automobile Insurance for Personal Liability; Possession of I.C.C. (International Code Council) Plans Examiner Certification is required within six-months of appointment; Registration as a Professional Engineer or structural Engineer in the State of California or California Licensed Architect is highly desirable.

Knowledge of

- Principles, practices and methods of municipal civil or structural engineering including building codes and standards pertaining to construction and development policies, engineering mathematics, surveying practices and sources of engineering information;
- Pertinent Federal, State and local rules, regulations, and ordinances including applicable State laws, ordinances, and codes related to building construction.
- Principles and practices of supervision, training and personnel management.
- Modern methods and materials of construction.
- Principles of engineering design and mathematics.
- Investigative principles and practices.
- Public relations techniques and procedures.
- Occupational hazards and standard safety procedures.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of budget monitoring.

Ability To

- Interpret, apply, explain and ensure project compliance with pertinent State, Federal, and local rules, laws, and regulations.
- Use and apply engineering principles, practices, methods techniques and economics of applied civil and structural engineering to solve complex problems.
- Analyze complex building issues, evaluate alternatives, and reach sound conclusions.
- Read and interpret complex blueprints, plans and specifications.
- Plan, coordinate, and supervise the work of others.
- Interpret and explain codes, policies, and other regulations to a wide variety of people.
- Exercise sound independent judgment.
- Safely and effectively operate tools and equipment used in building inspection and the building trades.
- Operate modern office equipment and computers including specialized computer applications.
- Maintain reports and records; prepare data and information for specifications and reports.
- Effectively resolve customer concerns or complaints.
- Organize and manage multiple tasks concurrently.
- Monitor an assigned budget.
- Establish and maintain a positive customer service attitude and effective working relationship with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Work independently.

BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **Plan Check Engineer** position is **\$10,800- \$13,501** per month. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,780.00 per month; (\$1,780.31 per month eff. 1/01/2020)
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year; three (3) paid Floating Holidays designated for December 23, 26 & 27, 2019)
- Administrative Time Off – 64 hours of administrative leave annually, with the option of being paid for up to 32 hours
- Approximately 24 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union. The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

ABOUT THE DEPARTMENT

The City's Community Development Department is comprised of three Divisions: Building & Safety, Planning and Housing. The Building and Safety Division is responsible for building permits, plan check and inspection services. It is currently comprised of six full-time staff and nine contract building inspectors. The Planning Division is directly responsible for providing Staff support to the Planning Commission and for various activities including preparing updates and amendments to the General Plan; developing Ordinances for consideration by the Planning Commission and the City Council; administration of the California Environmental Quality Act; processing development applications; working on housing programs and administration and enforcement of the City's Zoning and Property Maintenance Ordinances. The Housing Division is currently responsible for the development, implementation and monitoring of affordable housing programs for the City.

ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 63,241 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

The City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6605 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on "**Member Agencies,**" under "**East Bay**" select "**Dublin,**" then on "**Plan Check Engineer,**" and "**Apply for Job.**" No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

The City of Dublin has determined the need to obtain additional information on selected candidates for the City's PLAN CHECK ENGINEER position. To continue in the City's recruitment process, you are required to complete this supplemental questionnaire along with your online application in www.CalOpps.org

If you have questions regarding the recruitment, please contact Human Resources at (925) 833-6605.

1. Please describe in detail your experience with the following plan review types and explain the methodology involved in the plan check process for each one:
New Commercial Building:
New Single-Family Dwelling:
Change of Occupancy:
2. Please describe your experience regarding your interaction with other departments within your City/Municipal agency as it relates to plan check reviews..
3. Based on your experience as Plan Check Engineer how is the following calculated and resolved:
If a 20' X 30' room with a 10 foot ceiling requires three air changes per hour, what volume of air must enter the room? Please provide your response/answer in cubic feet per minute.