



INVITES APPLICATIONS FOR THE POSITION OF

PLANS EXAMINER I/II

APPLY ONLINE AT WWW.CALOPPS.ORG

SALARY

Plans Examiner I: \$43.74 – \$54.66 per hour (\$7,582 – \$9,475 per month)
Plans Examiner II: \$8,360 – \$10,452 per month

JOB TYPE

Permanent, Full-Time; The City has **one vacancy** to fill at either the Plans Examiner I or Plans Examiner II level.

FILING DEADLINE

Friday, September 10, 2021 at 5:00 PM

THE POSITION

The City of Dublin is seeking a dedicated individual for the position of PLANS EXAMINER I/II to perform detailed, comprehensive technical reviews of residential and commercial permit applications and building plans. The incumbent 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. The position serves as a resource to the City's Permit Technicians who determine required plans and resolve problems regarding plan submissions and sufficiency.

The PLANS EXAMINER I position is distinguished from the PLANS EXAMINER II level in that the PLANS EXAMINER II performs more complex technical reviews of commercial plan checks, structural reviews; and performs supervisory authority over assigned staff, including directing and training.

EXAMPLES OF DUTIES

The following key elements describe the basic duties and responsibilities of the position:

PLANS EXAMINER I:

- Functions as the initial contact with applicants both in person and on the telephone; reviews documents and enters required information in the computer system; determines the type of permit process being sought, the number of days required for processing, and the number of other City operating units to be involved;
- Perform plan checks for residential alterations, room additions and tenant improvements. Reviews building construction plans for compliance with building, mechanical, plumbing, electrical, energy, green building, accessibility and health and safety codes.
- Confer with homeowners, builders, engineers and architects to provide and obtain information and interpret building codes and regulations; recommend necessary changes to obtain compliance with applicable codes and regulations.

- Provides input and assists in the establishment and/or improvement of Division's procedures and policies;
- Verifies that permit application and plans meet the minimum requirement of all applicable codes, state and local regulations.
- May perform routine building inspection assignments in support of inspection staff.
- Prepare correspondence to architects, engineers, contractors and homeowners relating to the correction of plans and details. Communicates verbally, in writing, by e-mail and by telephone with the general public, other City employees, contractors in order to explain and administer the various building codes.
- Properly interpret building codes, plans, specifications, and engineering calculations. Regularly research code questions for interpretation.
- Review and perform mathematical calculations to determine appropriate fees.
- Perform research, analysis and evaluation of site, architectural and related plans.
- Strong commitment to customer service and interactive team participations.
- Provide support to permit processing and public counter activities.

PLANS EXAMINER II (In addition to the above):

- Reviews building construction plans for compliance with structural design requirements and building, mechanical, plumbing, electrical, energy, green building, accessibility and health and safety codes. Examples of reviews can include: residential additions, complex tenant improvements, HVAC roof top equipment, monument signs, etc.
- Handle the full-range of plan check duties including screening and preliminary review, and is responsible for independent decisions requiring technical judgement and public relations skills.
- May assume the responsibility for supervision of plan check and permitting functions in the absence of the Plan Check Engineer.
- Participate in the development and implementation of the Division's policies.
- As assigned, perform on-site inspections as follow-up to plan activities.
- Resolve disputes between the City and designers.
- Attends and represents the Building & Safety Division at Pre-Development and other meetings.
- Evaluate the written qualifications of Special Inspection firms for inclusion into the City's list of pre-qualified special inspections firms.

QUALIFICATIONS

PLANS EXAMINER I

1. Education: Equivalent to an Associate's degree from an accredited college or university with major course work in Architecture, Construction Management, Building Inspection, Construction Technology or a related field is required.
2. Experience: Minimum two (2) years of plan checking, permit technician and/or building inspector experience. Bachelor's degree from an accredited college or university with major course work in Architecture, Construction Management, Engineering or closely related field may be substituted for the plan check experience.
3. Licenses:
 - a) Possession of a valid California Class C driver's license and Certificate of Automobile Insurance for Personal liability.
 - b) ICC certification as a Residential Building Plans Examiner required within six (6) months of appointment; and ICC certification as a Commercial Building Plans Examiner required within twelve (12) months of appointment.
 - c) Possession and maintenance of a State of California Safety Assessment Program Inspector required within six (6) months of appointment.

Knowledge Of:

- Plan checking techniques, building plans and specifications, residential construction materials, methods and equipment;
- The state of California Building Codes (residential, building, accessible regulations, mechanical, plumbing, electrical, green building and health and safety codes), and other applicable federal, state and local regulations;

- Basic structural engineering principles for prescriptive designs;
- Customer service techniques, including principles of dealing with other;
- The principles, practices and safety standards of building construction in the field.

Ability To:

- Work effectively with the public using tact and good judgment under sometimes tense and emotionally charged situations; provide exceptional customer service; maintain effective, tactful and courteous working relationships with the general public, homeowners, contractors, and City Staff;
- Work with immediate supervision and use discretion in making decisions; work on multiple projects and effectively set priorities;
- Maintain accurate records and prepare clear and concise correspondence and reports; exercise initiative and sound independent judgment within established guidelines;
- Effectively apply the required knowledge and skills in the daily performance of assigned duties;
- Explain technical subjects to non-technical individuals;
- Acquire knowledge of the overall Building Division operations and applicable department and City operations;
- Learn and operate the Division's permit tracking computer system;
- Learn the street layout and topography of the City of Dublin;
- Communicate effectively both verbally and in writing;
- Work on multiple projects and effectively set priorities; organize workload and meet strict deadlines.

PLANS EXAMINER II

1. Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in Architecture, Construction Management, Engineering or a closely related field. A Master's degree in a related field is desirable.
2. Experience: Four (4) years of plan checking experience (combination model building codes) with increasing responsibility in nonresidential reviews. Lead or supervisory experience is preferred. A background in building inspection is preferred. Building inspection experience including ICC Combination Inspection Certification may be substituted for up to two (2) years of the required plan checking experience.
3. Licenses:
 - a) Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.
 - b) ICC certification as a Residential and Commercial Building Plans Examiner required. Possession and maintenance as a Certified Access Specialist (CASp) issued by the Division of the CA State Architect highly desirable.
 - c) Possession and maintenance of a State of California Safety Assessment Program Inspector required within six (6) months of appointment.

Knowledge Of (in addition to Plans Examiner I):

- Advanced plan checking techniques, building plans and specifications, residential, commercial and industrial constructions materials, methods and equipment;
- Advanced structural engineering principles;
- Customer service techniques, including principles of dealing with other, particularly in adversarial situations.

Ability To (in addition to Plans Examiner I):

- Work without close supervision and use discretion in making decisions; solve difficult and complex issues; work on multiple projects and effectively set priorities;
- Effectively apply the advanced knowledge and skills in the daily performance of assigned duties;
- Supervise assigned staff;
- May be required to perform building and accessibility inspections of structures during construction to ensure conformance to City and State Codes, approval plans, calculations and specifications, using appropriate safety precautions.

BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. 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 \$1,900.00 per month
- 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/\$1,000 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Wellness reimbursement program \$25 per month
- Employee Assistance Plan
- Education reimbursement program
- Fourteen paid holidays (including two floating holidays) per year
- Approximately 22 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 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 seven full-time staff and five 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 65,716 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 whose background and experience most closely meet the City's current needs will be invited to participate in an interview/oral board. In addition, the selection process may consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

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.

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 ancestry, age, color, disability, genetic information, gender, gender identity or gender expression, marital status, medical condition, military or veteran status, national origin race, religion, sex or sexual orientation.

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,**” “**City of Dublin,**” then on “**Plans Examiner I/II**” and “**Apply Now.**” Applications must be received by **5:00 p.m. on Friday, September 10, 2021.** 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 PLANS EXAMINER I/II 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. Which of the following are you applying for?
 - Plans Examiner I
 - Plans Examiner II
 - Both Plans Examiner I and Plans Examiner II

2. Please indicate the level of education and/or training that qualifies you for Plans Examiner I or II:
 - AA/AS in Architecture, Construction Management, Building Inspection, Construction Technology or related field
 - AA/AS in other fields
 - BA/BS in Architecture, Construction Management, Building Inspection, Construction Technology or related field
 - BA/BS in other fields
 - None of the above

3. Please provide other qualifying education and/or training not listed above.

4. Please indicate your level/years of experience in plan checking, permit technician or building inspections.
 - Less than 2 years
 - 2 – 3+ years
 - 4+ years
 - None of the above

If any, please briefly describe your work experience in the following:

5. Reviewing building plans for conformance with uniform construction codes.

6. Building Inspections.

7. Construction and or construction management, including processing permits through a government agency.

8. Which of the following licenses/certifications do you currently hold?
 - Residential Building Plans Examiner ICC
 - Commercial Building Plans Examiner ICC
 - Certified Access Specialist (CASp)
 - State of California Safety Assessment Program Inspector
 - None of the above

9. Please provide other qualifying licenses/certifications not listed above.

10. Please briefly describe your lead or supervisory experience including how many employees you lead/supervised and how long you have had this responsibility.