



EMPLOYMENT OPPORTUNITY

Plans Examiner

Recruitment Closes January 22, 2020 at 12:00 p.m.

City of Beaumont
550 E 6th Street
Beaumont, CA 92223

(951) 769-8520
www.ci.beaumont.ca.us

Full Time Part Time Temporary FLSA Exempt Subject to MOU Benefits Available

SALARY RANGE: Step 53 (31.39) - Step 63 (\$40.18)

THE POSITION:

Under general supervision, performs complex technical work involving the processing of building permits; reviews applications and checks plans for completeness and compliance with building codes; acts as a technical resources for residential construction builders by providing consultation related to compliance with complex building codes; ability to perform plan checks for complex residential construction projects and basic tenant improvements; and the provision of technical assistance to builders with complex code compliance issues; and performs other work as necessary.

CORE (ESSENTIAL) DUTIES:

- Reviews commercial and residential plans
- Reviews complex construction plans for construction projects and basic tenant improvement for code compliance and completeness; typical projects reviewed include, but are not limited to; single family home construction or remodels, garages, and out buildings.
- Provides technical consultation to builders regarding building codes for complex single family or multifamily residential construction projects.
- Coordinates permit activities with departmental staff, other City departments and outside agencies.
- Ensures efficient and courteous service at the public counter.
- Receives and processes permit applications and forms; calculates and collects fees, and issues permits in accordance with established procedures.
- Provides general information regarding permit procedures and policies to the public.
- Explains plan review corrections to architects, engineers, and contractors and provides information in response to code-related inquiries.
- Coordinates permit activities with building inspectors, and other City departments, and outside agencies.
- Responds to inquiries and/or permit discrepancies.
- Performs data-entry and maintains records utilizing electronic and manual recording keeping systems.
- Routes plans to other departments according to prescribed procedures.
- Checks engineering computations and specific materials for accuracy and conformance with application regulations.

KNOWLEDGE, SKILLS, & ABILITIES:

- Permit Issuance process.
- Building codes.
- Municipal planning and zoning codes.
- Inspection requirements.
- Basic engineering standards and techniques.

(Continued)

This recruitment is open to:

- Employees (*Permanent*)
- Employees (*Temporary*)
- Public

Selection procedures may include:

- Applicants will be screened for relevant education and experience
- Those applicants passing the initial screening process may be asked to participate in a written exam
- Those applicants passing the written exam may be required to complete a supplemental written assignment to assess the candidate's writing ability prior to participating in an oral interview
- Those applicants passing the oral interview may be required to participate in a physical agility test
- Candidates who successfully complete the above mentioned requirements will be placed on an eligibility list. Prior to appointment, candidates will be required to pass a comprehensive background check which may include, fingerprinting through Department of Justice, a comprehensive medical examination, psychological assessment, polygraph, and pre-employment drug screening.

How to Apply:

All application packets must be returned to:

**Human Resources Dept.
550 E. 6th Street
Beaumont, CA 92223**

Faxed applications will not be accepted. Resumes may be attached, but will not be accepted without a completed City application.

Plans Examiner (*continued*)



- Advanced principles of structural design.
- Advanced concepts in construction method and materials.
- General technical aspects of automated permitting systems.
- Applicable federal, state and local laws, codes, and regulations governing permit issuance.
- Ability to work with minimum supervision.
- Process forms, application and plans for the issuance of permits.
- Reviews plans and specifications in compliance with applicable codes and standards.
- Interpret and apply codes, rules, and regulations.
- Perform mathematical computations.
- Read and understand complex construction plans.
- Prepare and maintain accurate and complete documentation and records,
- Operate computer using relevant word processing, spreadsheet, database, and graphic software; entering and retrieving data with speed and accuracy.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious, and effective working relationships.
- Read and understand blue prints.
- Organize, coordinate, and prioritize multiple projects.
- Experience with automated permitting systems.

EXPERIENCE, EDUCATION, AND LICENSES:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Must possess a high school diploma from an accredited high school or G.E.D. equivalent.
- Must obtain certification as a Building Plans Examiner within one year of appointment.
- Public agency experience, preferred.
- Any combination of education and experience will be considered.
- Must possess a valid California Class C Driver's License and maintain possession of such license during the course of employment.
- Must have a an acceptable driving record, be insurable at standard rates by City's insurance carrier, and maintain such insurance during the course of employment..

PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:

Must be found to be free from any physical, emotional or mental conditions, as determined by a qualified physician and/or psychologist, which with or without accommodation might affect the ability of the employee to perform essential job functions. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Near and far vision is required in order to read work related documents and use the computer. Acute hearing is required when providing phone and personal service. The position requires lifting, carrying, pushing, and/or pulling objects weighing up to 60 pounds.

This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The city reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confers process. Nothing herein is intended to constitute a written or implied contract of employment.

THE CITY OF BEAUMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN, MINORITIES, AND DISABLED INDIVIDUALS ARE ENCOURAGED TO APPLY.
THE CITY OF BEAUMONT IS A DRUG-FREE WORKPLACE.