CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
PLAN CHECK ENGINEER
Classification Specification

DEFINITION

Under general direction, supervises and participates in plan checking activities; performs complex structural engineering plan checking for commercial and industrial construction and equipment installation; and performs other related work as required.

SUPERVISION RECEIVED

The Plan Checker reports directly to the Director of Building and Safety.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Plan Check Engineer. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

Supervise and perform general plan checking duties; perform complex plan duties associated with commercial and industrial construction plans to insure compliance with code and related structural engineering requirements; computes or verifies engineering calculations and provides solutions to the special structural problems; assist in the formulation of new plan checking procedures or policies and supervises implementation of approved programs; keeps records and prepares routine reports and correspondence; coordinate plan review with Planning Department, Engineering Department, Fire Department, and other concerned agencies; perform structural inspections in the field on special projects; answer counter and telephone inquiries; discuss problems with architects, engineers, contractors, property owners, and the general public regarding code ordinance interpretation; write letters to obtain code compliance; approve certificates of inspection; act as the Director of Building and Safety during his/her absence.

QUALIFICATIONS GUIDE:

Training and Experience

A Bachelor's degree in civil or structural engineering plus 2 years experience in design or review of building construction plans, structural or civil engineering plan checking or building inspection.

Knowledge and Abilities

Knowledge of pertinent building construction codes, ordinances and requirements related to structural, electrical, plumbing, air-conditioning and related installation; knowledge of current

principles and techniques of building design; the ability to make engineering computations and analysis to check building construction; the ability to write comprehensive reports and recommendation; the ability to establish and maintain an effective working relationship with contractors, other governmental agencies, employees, and the public.