



**CITY OF HAWTHORNE  
HUMAN RESOURCES DEPARTMENT  
ASSOCIATE PLAN CHECK ENGINEER**

Classification Specification  
Recommended Salary Range 37

**DEFINITION**

Under general direction, the Associate Plan Check Engineer 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 Associate Plan Check Engineer 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 Associate Plan Check Engineer. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Execute 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 participates in the implementation of approved programs;
- Keep records and prepares routine reports and correspondence;
- Coordinate plan review with Planning Department, Engineering Department, Fire Department, and other concerned agencies;
- Makes field inspections of structural conformance to approved plans, specifications and codes;
- Answer counter and telephone inquires;
- Discuss problems with architects, engineers, contractors, property owners, and the general public regarding code ordinance interpretation;
- Write letters to obtain code compliance;
- Assist the department in maintaining compliance with applicable laws, rules and regulations;
- Coordinate project requirements among other reviewers (both inside and outside the

city), the Building Inspectors and Permit Technicians.

## **QUALIFICATIONS GUIDE:**

### **Training and Experience**

A Bachelor's degree in civil or structural engineering or related field and one (1) year experience in design or review of building construction plans, structural or civil engineering plan checking or building inspection.

### **LICENSES**

- Possession of a Building Plan Examiner Certification is required within 12 months of appointment
- Professional Engineer License is highly desirable
- A valid California Class C Driver's License is required at the time of appointment.

### **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 recommendations;
- The ability to establish and maintain an effective working relationship with contractors, other governmental agencies, employees, and the public.

FLSA Status: Non-Exempt  
Bargaining Unit: HMEA

CSC Approved: 7/18/19  
Revised: 6/19/19