



**CITY OF HAWTHORNE**  
**BUILDING & SAFETY DEPARTMENT**  
**SENIOR PLAN CHECK ENGINEER**  
Classification Specification  
(Classified)

**JOB SUMMARY**

The Senior Plan Check Engineer works under the general guidance and direction of the Building and Safety Director or their designee. Under general direction, the Senior Plan Check Engineer supervises and participates in plan checking activities; performs complex structural engineering plan checking for commercial, industrial, and residential construction and equipment installation; and performs other related work as required.

**SUPERVISION RECEIVED**

The Senior Plan Check Engineer works under the general guidance and direction of the Building and Safety Director or their designee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Senior 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 of plans, specifications and computations submitted in connection with applications for private development.
- Perform complex plan check duties associated with commercial and industrial construction plans to ensure compliance with code and related structural engineering requirements.
- Compute or verify 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.
- Keep records and prepares routine reports and correspondence.
- Coordinate plan review with Planning Department, Public Works Engineering, and other concerned agencies.
- Perform structural inspections in the field on special projects.
- Answer counter and telephone inquiries, and discuss problems with architects, engineers, contractors, property owners, and the public regarding code ordinance interpretation; and prepare letters to obtain code compliance.
- Approve certificates of inspection.
- Review office and filed work of other personnel for accuracy and proper methods.
- Assists in researching and development of code changes or procedural changes to enhance customer service.
- Assist the Director in the preparation of the Department budget other administrative support duties.
- May act in the absence of the Director as assigned.

**MINIMUM QUALIFICATIONS**

**Education, Training and Experience**

- A Bachelor's degree in civil or structural engineering from an accredited four-year university.

- Eight (8) full-time years of experience in design or review of building construction plans, structural or civil engineering plan checking.
- A Master's degree may substitute for three years of relevant work experience.

#### Licenses, Certificate and/or Special Requirements

- A valid California class "C" driver's license, safe driving record, and proof of insurance are required at the time of appointment.
- Must hold a valid ICC Building Plan Examiner Certificate required at the time of appointment.
- Possession of a valid Professional Engineer License with the State of California is required.

#### **QUALIFICATION**

##### Knowledge, Skills and Abilities

- Knowledge of pertinent building construction codes, ordinances and requirements related to structural, electrical, plumbing, air-conditioning, and related installation.
- Knowledge of related laws, rules, regulations, policies, and procedures relating to related accessibility requirements, and California Energy Commission Standards of Title 24; current principles and techniques of building design.
- Ability to make engineering computations and analysis to check building construction.
- Ability to write comprehensive reports and recommendations.
- Ability to communicate effectively both orally and in writing relating to the applicable requirements upon which plan review has been performed.
- Ability to establish and maintain an effective working relationship with contractors, other governmental agencies, employees, and the public.

#### **PHYSICAL DEMANDS**

Independent body mobility to stand, climb stairs and ladders, walk on uneven ground or wet surfaces; upper body strength to reach and move items from above shoulder positions; corrected vision to read documents with standard text and computer screens; strength to lift and carry tools or equipment up to twenty-five (25) pounds in weight.

#### **WORKING CONDITIONS**

Work is performed both indoors and outdoors in an office environment and in the field with exposure to weather conditions. Sit, walk, or stand for extended periods of time; and bending or stooping repeatedly or continually over time. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt  
Bargaining Unit: HMEA  
Civil Service Status: Classified

Revised: October 2021, February 2022  
CSC Approved: October 14, 2021, February 17, 2022