

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PLAN REVIEW SPECIALIST IV - 1658

DEFINITION:

Under general supervision, to review the more complex building plans for compliance with applicable building, zoning, water and sewer, and engineering regulations at a public counter; to lead the work of subordinates; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the super-journey/lead classification in the Plan Review Specialist series. Incumbents of this class perform the full range of duties of the journey-level Plan Review Specialist III class and perform the more difficult engineering or building plan check and permit issuance functions at the plan check counter within a specialized area.

*** EXAMPLES OF DUTIES:**

- Conducts plan checks of single-family residential additions, second story additions to single-family residences, duplexes, and multi-family residences (up to four units, conventional framing) for compliance with the California Building Standards, Municipal Code, Uniform Building Code, Title 24, zoning, engineering, water and sewer, and minimum structural requirements;
- Distributes building, engineering, discretionary, and mapping projects for minimum submittal requirements;
- Reviews more complex building, zoning, engineering, water and sewer, and Title 24 energy policies;
- Checks tenant improvements to commercial buildings for compliance with applicable codes and requirements;
- Checks plans of major commercial buildings for water and sewer requirements;
- Reviews encroachment Removal Agreements;
- Reviews the more complex plans for engineering permits to determine requirements for public improvements and/or land development;
- Issues construction permits and closeout of construction permit projects;
- Leads the work of subordinates which includes assisting in training and providing direction as required;
- Explains and interprets applicable building, zoning, engineering, and water and sewer codes and requirements, and regulatory procedures and requirements, to developers, architects, and the public over the counter and phone;
- Assists in the establishment and implementation of policies and procedures;
- Prepares reports and correspondence.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing plan review using the policies and regulations of the California Residential Code of Regulations, Green Building Code, Title 24 Energy Conservation, Electrical, Mechanical, Plumbing, and/or Land Development Codes (zoning regulations) at a level equivalent to a Plan Review Specialist III with the City of San Diego (a position that reviews building construction plans for single-family residences and duplexes for compliance with the California Residential Code of Regulations, Green Building Code, and Title 24 Energy Conservation Codes; reviews all building plans for water/sewer or zoning requirements; explains and interprets applicable codes and requirements to developers, architects and the public; reviews and evaluates plans for completeness; determines the appropriate review and approval processes; assesses fees; sets up projects for review, approval and inspection; and acts as the single point of contact for the customer during the review, approval and inspection processes). Some Plan Review Specialist positions will require a valid International Code Council (ICC) Plans Examiner Certification or other certification from a recognized state, national, or international association, as determined by the Building Official, within two years from the date of hire.