

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLAN REVIEW SPECIALIST I

DEFINITION:

Under immediate supervision, in a training capacity, to review building plans for single-family additions and guest houses for water and sewer requirements; and to issue building and engineering permits at a public plan check counter; and to perform related plan check and permit issuance functions.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level classification in the Plan Review Specialist series. Positions classified at this level may be underfilled with Engineering Trainee and Junior Engineering Aide in accordance with the City's Career Advancement Program.

* **EXAMPLES OF DUTIES:**

- Conducts plan checks of single-family home additions and guest houses for water and sewer requirements;
- Issues electrical, mechanical, plumbing and relocation permits;
- Issues engineering permits which include transportation, temporary encroachments, and replacement of curb, sidewalk and driveway;
- Calculates permit fees and bond amounts for no-plan engineering permits;
- Completes automated permit applications which include reviewing plans for necessary drawings and signatures, determining the Bureau of Census Code and required clearances, and calculating the valuation of the project;
- Processes the submittal and pre-routing of plans;
- Researches building records;
- Logs and distributes engineering plans;
- Provides information to the public.

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 Announcement for updated minimum qualifications.

Two years of subprofessional engineering, drafting or land surveying experience typically under the direction of a professional engineer, architect, or land surveyor; **OR** one year of subprofessional engineering, drafting, or land surveying experience typically under the direction of a professional engineer, architect, or land surveyor, **AND** 30 semester/45 quarter college units in core courses required for Engineering, Architecture, or Building Construction Technology majors; **OR** an A.S. degree in Engineering, Architecture, or Building Construction Technology; **OR** certification as an Engineer-in-Training (E.I.T.).

- * **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.