

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

DEFINITION:

Under general supervision, to review the more complex building plans for conformance to building regulations and zoning, Title 24, engineering, water, and sewer requirements at a public plan check counter, and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Plan Review Specialist series. Employees in this class are expected to perform the full range of duties assigned with only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions classified at this level may be underfilled with Engineering Trainee, Junior Engineering Aide, Zoning Investigator I, Zoning Investigator II, and Plan Review Specialists I and II in accordance with the City's Career Advancement Program.

* **EXAMPLES OF DUTIES:**

- Conducts plan checks of one-story residential additions for compliance with the Uniform Building Code, Title 24 (State energy), zoning, engineering, water and sewer, and minimum structural requirements;
- Checks and rechecks plans for multi-family residences and commercial projects to ensure compliance with zoning regulations;
- Coordinates master-plan processing for building permits which includes routing plans to other sections and departments as required and calculating appropriate fees;
- Completes Coastal Commission forms for all zones;
- Check and rechecks plans for multi-family residences, commercial buildings and tenant improvements for water and sewer requirements;
- Provides information to the public about the Uniform Building Codes, State legal requirements, zoning, water and sewer, engineering and building requirements;
- Coordinates master-plan processing for water and sewer permits;
- Sells irrigation meters;
- Performs other plan check and permit issuance duties as assigned.

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.

Satisfactory completion of the Building Inspection Division's Appointing Authority list of critical tasks for advancement to Plan Review Specialist III.

- * **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.