

## THE OPPORTUNITY

The Plan Check Engineer is responsible to review and approve complex plan reviews and oversee the daily activities related to plan checking. This position requires registration as a California Professional Civil or Structural Engineer or Architect.

The City of Tracy is seeking a self-motivated and highly productive Plan Check Engineer to work in a fast-paced environment. The professional selected will supervise a staff of three Plans Examiners. The City is expanding in its growth and there is a mix of residential, commercial and industrial projects that will provide an exciting challenge to the individual filling the position. It is critical to possess excellent customer service skills to meet the needs and expectations of the City.



## TYPICAL DUTIES

*Duties may include, but are not limited to, the following:*

- Supervise and direct assigned staff, prepare performance evaluations, and provide technical assistance.
- Develop and train staff to achieve the most efficient and effective method of customer service to both internal and external customers.
- Responsible for performing the most difficult and complex plan checks, including all that require a Registered Professional Engineer.

- Ensure standardization of reviews performed and standardization of permit processing.
- Ensure enforcement of all applicable Federal, State, and City mandates and regulations.
- Plan and implement training for staff on proper plan review and permit processing techniques and building code interpretation.
- Provide input and assistance in the improvement and establishment of procedures, policies, and budgeting matters.
- Assist staff in the performance of the more complex or difficult plan reviews and problems, and perform plan reviews as required.
- Provide technical assistance, educate and explain requirements and restrictions in regards to construction projects, code interpretations, and departmental policies and procedures.
- Coordinate plan review and permit processing activities with other City departments and divisions.
- Act for the Building Official in the latter's absence.
- Keep informed of changes and new legislation pertaining to assigned work, investigate new and substitute materials and methods of design.
- Perform alternate method and material reviews.
- Making presentations to various professional groups
- Perform related duties as assigned.

## EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Education:**

Equivalent to a Bachelor's Degree in architecture or civil, structural or architectural engineering, or a closely related design or engineering field.

### **Experience:**

Two years of increasingly responsible experience related to plan check, plans examinations, building design or engineering services. One year of experience as a supervisor is desirable.

## LICENSES & CERTIFICATES

Possession of, or ability to obtain, an appropriate, valid California driver license.

**Registration as a Professional Civil or Structural Engineer or Architect in the State of California is required at time of application.**

International Code Council (ICC) Commercial Building Plans Examiner Certification is required within one year of appointment.

Certified Access Specialist (CASp) Certification is highly desirable.

**The City provides an excellent benefits package, which includes the following:**

- **Retirement Formula:** Formula is dependent on hire date and member status in CalPERS.
- Generous monthly **Flexible Benefit Plan** allowance for medical, dental and vision coverage.
- **Life Insurance:** City paid \$50,000 life insurance policy.
- **Management & Professional Development:** \$960 each calendar year for job related expenses and/or professional development.
- **Deferred Compensation Program** (ICMA-RC and VALIC). City match up to 4% based on years of service and performance.
- **Vacation:** 96 hour annually to start.
- **Holidays:** 13 paid holidays annually.
- **Management Leave:** 88 hours annually for employees designated as exempt.
- **Sick Leave:** 12 days sick leave annually.
- Optional employee paid **Long Term Disability** available.
- **Tuition reimbursement.**
- City of Tracy participates in **Social Security.**
- “9/80 **Compressed Work Week**” schedule for employees with City Hall being closed every other Friday.
- **Section 125 Plan** - Employees may elect to enroll in a Section 125 Flexible Spending Account.
- **Employee Assistance Program**



**THE CITY OF TRACY IS AN EQUAL OPPORTUNITY EMPLOYER**

The City considers applicants without regard to race, color, religion, ancestry, national origin, sex, marital status, age, medical condition or disability, or any other status protected by law. The City seeks candidates who can make contributions in an environment of cultural and ethnic diversity. The City of Tracy makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, they should state their needs in writing when submitting an application package.

**HOW TO APPLY**

A limited number of applicants whose qualifications best meet the needs of the City will be invited to participate in the selection process, which may consist of a training and experience review of application materials, an appraisal interview with a panel and/or other qualifying tests. The City reserves the right to modify the selection process at any time. Successful candidates will have their names placed on an employment list for further consideration in the selection process. Appointment will be contingent upon the ability to provide proof of eligibility to work in the United States and a thorough check of their employment history.

**RESUMES/FACSIMILES WILL NOT BE ACCEPTED IN LIEU OF ORIGINAL CITY APPLICATION.**

For more information, or to  
*Apply Online*

Visit the City’s website at

[www.cityoftracy.org](http://www.cityoftracy.org)

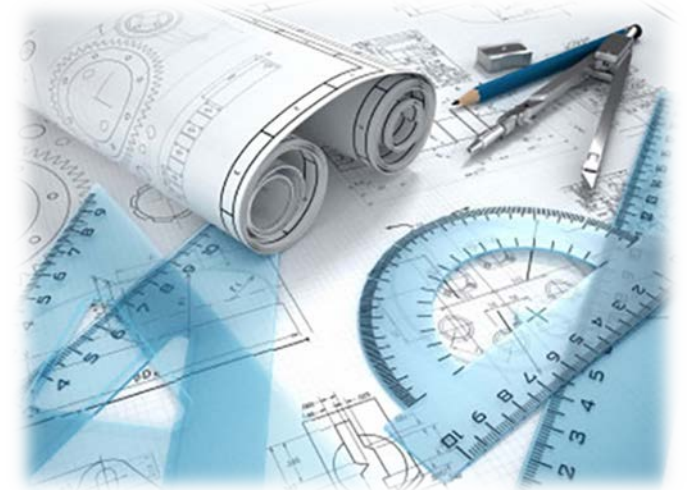
Click on: Employment Opportunities and then follow the instructions to submit your application and supplemental questions.

**Supplemental Questions**

1. **Are you currently registered with the State of California as a Professional Civil or Structural Engineer or Architect?**
2. **Do you currently hold a Certified Access Specialist (CASp) certification?**
3. **Describe your experience supervising staff, particularly Plan check staff, including interviewing, hiring, training, performance appraisals and disciplinary action.**



# Plan Check Engineer



**(Open/Promotional)**

**\$ 8,771.64 - \$10,662.00**

**Monthly**

**Final Filing Date:**

**October 26, 2017 @ 3:00 PM**

Posting Date: September 27, 2017  
Recruitment #17-036