

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PLAN REVIEW SPECIALIST I - 1655

DEFINITION:

Under immediate supervision, in a training capacity, to review building plans for single-family additions and guest houses for water and sewer requirements; 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, Junior Engineering Aide, and Development Services Permit Technician in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Reviews building construction plans for single-family and duplexes for compliance with the California Residential Code of Regulations, Green Building Code, and water/sewer requirements;
- 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;
- Reviews Business Tax License applications for Zoning Use Certificate approval;
- Reviews and evaluates plans for completeness, determines the appropriate review and approval processes, assess fees, sets-up projects for review, and acts as the single point of contact during review, approval, and inspection process;
- Processes the submittal and pre-routing of plans;
- Researches building records;
- Provides development permit information;
- Performs other duties related to the submittal and issuance process, and reviews building construction plans for compliance with zoning regulations;
- Logs and distributes engineering plans;
- Provides information to the public.

* **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>.

Two years of full-time subprofessional engineering, drafting, land surveying, or building inspection experience typically under the direction of a professional engineer, architect, land surveyor, or ICC-certified building inspector. Subprofessional engineering, land surveying, drafting, or building inspection experience must include performing one of the following: preparing construction plans and specifications; reviewing construction plans and drawings to verify site conditions and compliance with entitlements, ordinances, and regulations; or inspecting building and/or construction projects for compliance with building codes, ordinances, and regulations; **OR** two years of full-time experience managing construction projects; **OR** an Associate's Degree or higher in Engineering, Architecture, Building Construction Technology, or a closely related field; **OR** certification as an Engineer-in-Training (EIT) issued by a state licensing board. A maximum of one year of the required experience as specified above may be substituted with one of the following: possession of a valid Plans Examiner, Building Inspector, or Combination Dwelling Inspector Certificate issued from the International Code Council (ICC); or successful completion of a minimum of 30 semester/45 quarter college-level units required for an Engineering, Architectural, Building Construction Technology, or closely related degree program, including general education subjects. At least half of these units must be in mathematics, chemistry, physics, other engineering core subjects, or building construction technology. Possession of a valid California Class C Driver's License.