



CITY OF PASADENA
Department of Human Resources
100 N. Garfield Ave., Rm S135, P. O. Box 7115
Pasadena, CA 91109-7215

<http://www.cityofpasadena.net/humanresources>

**INVITES APPLICATIONS FOR THE POSITION OF:
Senior Plans Examiner**

An Equal Opportunity Employer

SALARY

\$40.01 - \$50.01 Hourly

OPENING DATE: 07/29/10

CLOSING DATE: 08/19/10

THE POSITION

Under general supervision, reviews building plans, structural calculations and specifications for compliance with established uniform building codes and other applicable laws and ordinances; prepares comprehensive plan review reports; provides assistance at the permit counter; performs related work as assigned. International Code Council (ICC) certification as a Plans Examiner is required.

This class is distinguished from a Plans Examiner by the complexity and size of the projects assigned for review.

THIS POSITION IS SCHEDULED FOR 36 HOURS PER WEEK

MUST APPLY ONLINE

ESSENTIAL FUNCTIONS

Review plans for residential, commercial, industrial and public buildings for architectural, structural, electrical, mechanical, Standard Urban Stormwater Management Plan (SUSMP), sustainable design, and plumbing plans, calculations and specifications for compliance with established building codes and other related county, state and federal laws and applicable ordinances; makes systematic and proficient use of the land management system and other related technologies; consults with engineers, architect, contractors, or the public to discuss problems with initial plans and required changes; ensures that plans meet the requirements of related building codes, regulations, and restrictions; makes corrections of deficiencies where required; performs field inspections in assistance to other work unit inspectors, or upon request of the Building Official; provides technical assistance to engineers, architects, contractors, other City personnel, and the public; interprets and explains requirements and restrictions relative to building codes, ordinances, regulations, policies and procedures; develops alternative methods to comply with those requirements and restrictions; creates and maintains data relating to current work assignments using the Land Management System; assists in researching and developing code changes or procedural changes to enhance customer services; will assess damages to properties and turn in reports to the appropriate government agency before and after disaster events; may participate in external professional organizations, commissions or focus groups upon approval or request of the Building Official and performs related work as assigned.

QUALIFICATION GUIDELINES**Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include: bachelor's degree in civil or structural engineering or architecture and two years (four years preferred) of experience in structural design, architecture or plan checking. ICC certification as a Plans Checker is required. California Engineer or Architect license desired.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of related laws, ordinances, rules, regulations, policies, and procedures, including disble access requirements and California building, residential, Green building, energy, electrical, mechanical, plumbing codes and requirements; principles and practices of structural and civil engineering; construction methods and materials; interpret and apply building related codes enforced by the City, state and county health and Safety codes. Knowledge of Leadership in Energy and Environmental Design (LEED) desired.

Ability to analyze, interpret and accurately review building plans, structural calculations and specifications including concrete, masonry and complex wood construction buildings; interpret and apply related laws, ordinances, rules, regulations, policies, and procedures; conduct field investigations; travel to various worksites in City approved means of transportation; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

EXAMINATION

Applicants who appear best qualified based on their application and supplemental application submitted will be invited to any combination of written, performance or oral appraisal to further evaluate their job-related experience, education, knowledge, skills and abilities.

VACANCIES

There is currently one vacancy in the Planning Department which will be filled as a result of this examination. Other vacancies occurring in the next several months may be filled from the established eligible list.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Possession of an International Code Council (ICC) Certification as a Plans Examiner is required.

Possesion of a California Engineer or Architect license desired.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityofpasadena.net/humanresources>

OR

100 N. Garfield Ave., Rm S135

P. O. Box 7115

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EXAM #11-018

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Important Information

EQUAL EMPLOYMENT OPPORTUNITY: The policy of the City shall be to provide equal opportunity to all persons and to prevent unlawful denial of opportunity to any individual because of race, gender, religious creed, sexual orientation, color, marital status, national origin, parental status, ancestry, disability (including AIDS), medical condition (cancer), or age.

APPLICATIONS: A completed official City application and any required supplemental material must be submitted and date stamped by the Human Resources Department by the deadline stated on the job announcement. A separate and complete application must be filed for each position.

EXAMINATION PROCESS: If three or less qualified applications are received, any further examination process may be waived, and the applicants may be referred to the appointing authority for appointment consideration.

SALARIES: All stated salaries are based on present information, subject to change. Appointments are generally made at the minimum salary. All salaries are subject to statutory payroll deductions. Federal law requires that all new employees contribute 1.45% of their monthly salary to the MEDICARE system.

PHYSICAL REQUIREMENTS AND SPECIAL CONDITIONS: Applicants must be free from conditions which would preclude satisfactory performance of the essential functions of the job for which applied. Subsequent to a job offer, the City of Pasadena requires a pre-employment physical and drug test consistent with current State and Federal law. Candidates will be examined by a City physician, at City expense, before appointment is approved. Candidates are cautioned not to resign or give notice to present employers until they qualify on the medical examination. The City of Pasadena conforms with State and Federal obligations to make reasonable accommodation for applicants and workers with disabilities. The Human Resources Department asks that it be advised of special needs prior to the filing deadline.

Pasadena residency is a factor in making an employment offer, provided all other qualifications are equal amongst other candidates.

Many positions involve frequent travel to various sites and locations to fulfill job responsibilities and may require a valid California Drivers License or other alternative transportation arrangements made by the incumbent. Verification of a valid license is required via a DMV printout prior to appointment, and a safe driving record.

AGENCY SHOP REQUIREMENTS

Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee as a condition of employment. Positions in the PACTE/LIUNA, Local 777, bargaining unit are required to enroll in and contribute to the LIUNA pension fund. Contact PACTE/LIUNA, Local 777, for more information.

SLIDING CLASSIFICATIONS AND UNDERFILLING POSITIONS: Some classifications are designated as sliding classifications wherein an incumbent may be reclassified to the next budgeted higher level within the job series when qualified and upon demonstrated ability to perform the higher level job duties. Some positions may be filled at a lower classification level than what is budgeted, and the incumbent may be reclassified up to the budgeted classification when qualified and upon demonstrated ability to perform the higher level job duties.

BENEFITS for most Regular Full Time Employees (Benefits vary for part-time and temporary employees):

Ten days annual vacation for first 5 years of employment; 12 paid holidays per year; paid sick leave, medical and dental plans, and basic and supplemental life insurance; membership in the California Public Employees' Retirement System, credit union, deferred compensation program.

VETERAN'S PREFERENCE POINTS: For Open Recruitments, three additional points will be added to the passing score of Veterans who are honorably discharged with one year of active military duty. The DD214 form or other proof must be submitted at time of application.

PRIDESHARE II PROGRAM: All City employees are required to register in the City employee rideshare program. Solo drivers pay a monthly Clean Air/Parking Fee of \$35.

CIVIL DEFENSE: In accordance with State law, all City of Pasadena employees are disaster service workers and may be required to report for duty, or remain on duty, in the event of a disaster.

NOTE: The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.

JOB LINE: The City operates a 24-hour Job Line number, (626) 744-4600, which lists current job opportunities.

HUMAN RESOURCES WEBSITE: www.cityofpasadena.net/humanresources

CITY OF PASADENA'S WEBSITE: www.cityofpasadena.net

HUMAN RESOURCES TELEPHONE: (626) 744-4366