



CITY OF FAIRBANKS JOB DESCRIPTION

JOB TITLE: Senior Structural Plan Check Engineer
CLASSIFICATION NO: 1621
DEPARTMENT: Building Department
STATUS: Non-Exempt
POSITION REPORTS TO: Building Official
UNION: I.B.E.W.

JOB SUMMARY

Under general direction of the Building Official or designated representative this position plans, organizes, conducts and monitors structural and nonstructural plan reviews and field inspections performed by the plan checking and building inspection staff. Develops and implements programs to ensure the proper inspection of the structural aspects of building construction.

The two primary functions of an employee in this class are to conduct structural and nonstructural plan reviews for commercial and residential structures and to perform on site inspections of residential and commercial construction. Positions in this classification are characterized by their responsibility to oversee plan checking and building inspection staff and to provide advanced technical structural requirement expertise, to respond to queries and resolve problems raised by staff and the public. Work is performed with considerable technical independence and judgement in seeking compliance with the city building and related construction codes.

ESSENTIAL JOB FUNCTIONS

1. Receives, reviews and processes building permit applications for new construction, additions, remodeling and repair of commercial and residential buildings and structures in accordance with the construction codes as adopted by the City of Fairbanks.
2. Conducts comprehensive structural review of all commercial and residential structures.
3. Inspects buildings during construction.
4. Provides supervision for plan checking and building inspection staff. Trains building inspectors on the structural aspects of inspections.

5. Evaluates advancements in structural design. Recommends and implements technology and or procedures to maintain and improve structural plan review processes. Advises the Building Official and the Assistant Building Official on changes in structural design and provides technical feedback on complex structural issues. Participates in resolving structural issues during plan review and during field inspections.
6. Interprets code requirements and answers questions from contractors, builders, architects engineers, homebuilders and the general public. Assists and advises the general public in matters related to construction and code requirements.
7. Prepares written reports and keeps records regarding structural plan reviews and inspections.
8. Assists the Building Official with the structural assessment and condemnation of dangerous buildings.
9. Assists the Building Official and Assistant Building Official with the review, analysis and adoption of new construction codes.
10. Assists the front office staff as directed by the Building Official
11. Develops construction handouts, bulletins and code interpretations.
12. Performs other work as assigned.

The preceding examples are representative of assignments performed by this class and are not intended to be inclusive.

KNOWLEDGE, SKILLS, AND ABILITIES

These factors will be the basis for selecting qualified candidates to be interviewed. Candidates hired must satisfactorily demonstrate these factors during a prescribed probationary period for continued employment:

1. Through knowledge of the principles and practices of structural design and plan review.
2. Technical knowledge of various construction materials, methods and techniques.
3. Ability to read and interpret structural plans, blueprints and complex technical manuals.
4. Knowledge of construction codes and inspection procedure.
5. Ability to convey ideas and information effectively, both orally and in writing.

6. Ability to deal courteously and tactfully with contractors, property owners and the general public.
7. Ability to write field reports legibly and compose letters and reports.
8. Ability to use computer and word processing applications.
9. Ability to interpret code language, ordinances and state laws as they relate to building construction and inspection.
10. Ability to establish and maintain effective working relations with department personnel, contractors, architects, home owners and the general public.
11. Ability to detect poor workmanship and inferior materials.
12. Physically perform the essential functions of the job.
13. Ability to meet department certification requirements within one year after appointment.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The performance of this position may occasionally require exposure to the manufacturing areas, which may require the use of personal protective equipment such as safety glasses with side shields and mandatory hearing protection.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

MINIMUM REQUIREMENTS

Persons applying for this position should preferably have the following:

1. Requires graduation from an accredited university with a bachelor of science in civil engineering with major course work in the structural analysis and design of buildings.
2. Registration as a professional civil engineer.

3. Two years' experience in the design, inspection or plan review of buildings.
4. Certification as an ICBO or ICC combination and Commercial Building inspector within one year of date of hire.
5. Possess and maintain a valid State of Alaska driver's license throughout duration of employment.

I, _____, have received, reviewed and completely understand the entire contents of this job description.

Signature of Employee

Date

Signature of Supervisor

Date

The City of Fairbanks is an Equal Opportunity Employer.

JIM MATHERLY
City Mayor
7/18