



**Plan Check Professional *or* Plans Examiner**  
(Fremont has *two* open positions and may hire at either level depending on qualifications)

Located in the heart of the Bay Area and Silicon Valley, Fremont has developed into an advanced manufacturing and technological power! If you are an experienced Plan Check Professional or Plans Examiner help us grow Fremont Forward!



**First Review of Applications:  
Noon on April 16, 2018**

## ABOUT US

Fremont maintains a workforce of approximately 915 staff. It is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect and diversity. Home to a wide variety of innovative high tech, life science and clean technology firms including Tesla Motors, Lam Research, Thermo Fisher Scientific, and Redwood Systems among many others. The City's Innovation District is known as the hottest new address for start-ups. Over the last two years, companies in Fremont received more than \$400 million in venture funding according to PitchBook Data. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service. [Think Fremont!](#)

## THE POSITION

With two openings in the Plan Checking division Fremont is looking for qualified Plan Check Professionals or Plans Examiners. Incumbents will be required to complete work in all areas of building plan review to ensure compliance with applicable City municipal code, Building code, Electrical code Mechanical code, Plumbing code, Green Building code, Title 24 Disabled Access Standards, and California Energy Standards.

## EXAMPLES OF DUTIES

- Examines plans, specifications and calculations on building plans submitted by architects, engineers, contractors and owners for compliance with design, zoning, grading, soil reports, energy and disabled access and general conformity to applicable ordinances, laws and state building standards and codes.
- Examines plans to determine loading on roofs, walls and floors, size and spacing of beams, rafters and joists, amount and size of reinforcing in concrete members, type of structural connections, and adequacy of design to meet earthquake, wind, material stress and Title 24 requirements.
- Advises professional engineers, architects, and others concerning code requirements and planning concerns arising in the preliminary design of buildings and structures.
- Conducts independent analysis when required to evaluate the adequacy and safety of questionable designs.
- Answers questions and gives instructions to architects, engineers, contractors and owners regarding building requirements, application of various codes and requirements to achieve compliance standards.
- Makes field inspections as required or assigned.
- Advises Building staff on structural and other building related problems arising in the field during construction.

## CANDIDATE PROFILE

The ideal candidate will possess the following knowledge and skills:

Knowledge of: Principles and practices of plan checking; policies and procedures for fee assessments; principles and practices of customer service; English usage, spelling, grammar, and punctuation; modern office methods, procedures, computer equipment, and computer software applicable to assignment.

Skill in: Reading and interpreting building plans, specifications and codes; examine and correct building plans, calculations and specifications in a rapid, uniform and accurate manner; make structural calculations necessary to determine the adherence of structural plans to code requirements; coordinate the flow of assigned work and follow through in a timely manner; express ideas clearly and concisely both orally and in writing; maintain records and prepare reports; supervise, train and review the work of subordinates or other professionals; and deal tactfully and effectively with those encountered in the course of work.



## Tentative Recruitment Schedule

First Review of Applications: April 16, 2018

Oral Board Interviews: Week of April 24, 2018

Departmental Interviews: Week of May 1, 2018

### EDUCATION AND EXPERIENCE

**Plan Check Professional:** Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be: graduation from an accredited college with a degree in structural, architectural or civil engineering and three years of applicable work experience.

**Plans Examiner:** Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be: graduation from an from high school or equivalent with some college coursework in architecture, mathematics, construction, technology, or related courses and either a) a minimum of five years of experience as a contractor, engineer, architect, superintendent, foreman or competent mechanic in charge of construction or b) a minimum of five years of experience in plan checking, building inspection or related field.

### LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS

#### Plan Check Professional:

- ICC Certification as a Plans Examiner or equivalent certification from a recognized agency is required within six months of date of hire is required. Failure to obtain or maintain this state-mandated certification will result in termination. Current certification is highly desirable.
- Current Registration in the State of California as a Civil or Structural Engineer or Architect is required.

#### Plans Examiner:

- ICC Certification as a Plans Examiner or equivalent certification from a recognized agency is required within one year of date of hire. Current certification is highly desirable.

### COMPENSATION & BENEFITS

**Plan Check Professional:** \$106,612 - \$129,587 depending on qualifications

**Plans Examiner:** \$94,105.53 - \$114,338.23 depending on qualifications

The Plan Check Professional position is represented by the Professional Engineers & Technicians Association (PETA) and has a twelve (12) month probationary period.

The Plans Examiner position is represented by the City of Fremont Employee Association and has a twelve (12) month probationary period.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

## HOW TO JOIN OUR TEAM

To be considered either of these positions, apply online by submitting a completed City application and resume through our online application system: [City Jobs](#)

The process includes a written exam, individual and/or panel interviews, criminal history fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

## REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

**HUMAN RESOURCES DEPARTMENT**  
City of Fremont  
3300 Capitol Avenue, Building B  
Fremont, CA 94538  
Phone: (510) 494-4660  
15CD10—Posted 08/11/15



**The City of Fremont is an Equal Opportunity Employer.**

**18CD05**

## **SUPPLEMENTAL QUESTIONNAIRE—PLAN CHECK PROFESSIONAL/PLANS EXAMINER**

### **GENERAL INFORMATION:**

The completion of this Supplemental Questionnaire is required for your application to be considered for the Plan Check Professional position and is an integral part of the examination process.

This Supplemental Questionnaire will be used to evaluate your work experience as it relates to the positions.

All answers given in this Supplemental Questionnaire regarding work experience are subject to verification. Any misrepresentation of information will be justification for disqualification from the examination process in accordance with the provisions of the City of Fremont's Personnel Rules.

### **DIRECTIONS:**

Please respond to each of the following questions. Be sure to include information citing the name of your employer, your dates of employment with that employer and your job title in your response to each question. Please limit each response to 300 words or less.

### **QUESTIONS:**

1. Are you fully qualified for the Plan Check Professional position? If so, what is your license type, registration number and certification expiration date?
2. Are you currently ICC certified in California as a Plans Examiner or equivalent? If so, what is the issuing date and expiration date of your current certification?
3. How many years of Plan review experience do you have with a Public Sector Agency in California?
4. Describe the most complex customer service experience you resolved within the last year.