



City of Palo Alto

Senior Plan Check Engineer

SALARY	\$72.59 - \$89.12 Hourly \$12,582.27 - \$15,447.47 Monthly \$150,987.20 - \$185,369.60 Annually	LOCATION	Palo Alto, CA
JOB TYPE	Regular Full-Time	JOB NUMBER	202400673
DEPARTMENT	Planning and Community Environment	OPENING DATE	08/26/2024
CLOSING DATE	9/23/2024 11:59 PM Pacific		

Description:



About the Position:

The Senior Plan Check Engineer is responsible for reviewing complex construction projects including life safety, building code, and structural perspective, ensuring compliance with city, state, and federal regulations under the general supervision of the Assistant Chief Building Official (ACBO). This role also involves leading, assigning, and monitoring plan reviews conducted by Plan Check Engineers, Plan Checkers, and consultants, providing quality assurance, resolving conflicts, and handling challenging projects such as multi-story mixed-use buildings, major tenant improvements, and advance wet labs involving hazardous materials and control areas, all while supporting the City's Development Center with over-the-counter review services.

The Ideal Candidate:

The successful candidate must embrace the City's commitment to excellent customer service, demonstrating strong communication, collaboration, and the ability to manage multiple fast-paced projects. The role requires analytical skills, initiative, and independent judgment, while being a team player who works well with various City staff and the public. The ideal candidate will have a strong work ethic and dedication to public service. The Senior Plan Check Engineer will promote electrification and green technologies, collaborating with city teams and stakeholders to advance environmentally friendly building designs, and will work closely with the ACBO and Development Services management to implement an expedited plan review program. Additionally, the ideal candidate requires an innovative and adaptable mindset, with an open-minded

approach to review material specifications, products, standards, and difficult code provisions with a creative problem-solving demeanor to effectively address and resolve challenges encountered.



About the Department:

The Planning & Development Services Department reviews private and public development proposals, enforces municipal regulations and provides policy analysis to elected and appointed officials. Development Services is a program within the department that is principally responsible for reviewing and issuing building permits, conducting inspections, and providing customer service to residents, business owners, developers, and trade professionals. This work is largely carried out in the City's Development Center, which is a one-stop permitting center. However, many of these services are now available online. We strive for consistency in our work, predictable review times, and adherence to city, state, and federal requirements.

Benefits: Fantastic benefits package, to learn more click [HERE](#). (Download PDF reader)

Compensation (SEIU): Comprehensive compensation plan, to learn more click [HERE](#).

More than one position may be filled from this posting.

Essential Duties:

Essential and other important responsibilities and duties may include, but are not limited to the following:

- Provide technical information regarding codes and compliance methods to clients, other city staff, and the public.
- Create and maintain plan review guidelines, illustrations, procedures, and policies to ensure accuracy and consistency on plan reviews.
- Conducts pre-submittal meetings with architects, engineers, and clients; meets with representatives of local business and community groups to explain functions, policies, and operations and to mediate/resolve conflicts and respond to questions concerning plan and permit submittals.
- Perform independent plan reviews in all disciplines concerning the construction or alteration of all types of structures to determine compliance with applicable codes, laws, and regulations.
- Conduct quality assurance reviews on plan reviews done by in-house reviewers and outside consultants as needed.
- Coordinate plan review activities with other city personnel and departments, outside agencies, and professional consultants.

For full job description, please click [HERE](#).

Ideal Qualifications and Licenses/Certificates:

- Minimum of two (2) years of progressively responsible experience as a project engineer in the structural design of commercial, industrial, and multifamily residential buildings. This experience should include the use of wood, steel,

concrete, or/and masonry construction materials, as well as proficiency in structural computer programs such as RISA, SAP2000, RAM, ENERCALC, and ETABS.

- Minimum three (3) years of progressively responsible professional experience, preferably in a municipal jurisdiction, as a plan checker or plan check engineer. This experience shall involve reviewing both structural and non-structural code compliance in accordance with ICC model codes and structural standards, and other local, state, and federal regulations.
- Possession and continued maintenance of an ICC Plans Examiner Certificate. Additional ICC, LEED AP and CASp certifications are desirable.
- Professional registration as a Civil Engineer in the State of California is required. Registration as a Structural Engineer in the State of California is highly desirable.
- Bachelor's degree from an accredited college in structural or civil engineering. A Master's degree in civil/structural engineering is preferred.

Desired Knowledge, Skills and Abilities:

- Pertinent building and related codes and ordinances enforced by the City, specifically Building, Mechanical, Plumbing, Electrical, Energy, and Green Building Codes State regulations and local ordinances.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Principles and practices of civil and structural engineering design and non-structural building analysis. Structural design programs such as RISA, ETABS, RAM, SAP2000
- Analyze and accurately check building construction plans, energy & structural calculations, and specifications. Establish and maintain cooperative relations with architects, engineers, contractors, developers, other city staff, and the general public.
- Permitting software (i.e., Accela) and electronic plan review knowledge using Bluebeam, DigEplan or other programs.

Minimum Qualifications:

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:

- An associate's or bachelor's degree from an accredited college or university in structural or civil engineering, architecture or construction management., AND
- Five years of experience in civil or structural engineering, construction management, building plan review or design. Additional jurisdictional experience preferred.

Licenses/Certificates:

- Possession of diploma in associate's or bachelor's degree.
- Possession and continued maintenance of an ICC Plans Examiner Certificate. Additional ICC, LEED AP and CASp certifications are desirable.
- Possession of a driver's license.
- Registration as a structural or civil engineer in the State of California desired.

Supplemental Information:

The Selection Process:

- Applicants will receive email recruitment status notifications. Governmentjobs.com account also has notification status updates.
- Depending on the number of qualified applications received, the examination process may consist of supplemental questions, online assessment, written examination, practical performance, oral examination, or any combination to determine which candidate will move forward in the hiring process.

Our online application system is provided by NeoGov. If you have problems while applying online, please contact NeoGov's Live Applicant Support at (855) 524-5627 between 6:00 AM and 5:00 PM Pacific Time, Monday - Friday.

The City of Palo Alto is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This position is represented by Service Employee International Union position (SEIU)

Agency

City of Palo Alto

Address

250 Hamilton Ave

Palo Alto, California, 94301

Phone

650-329-2376

Website

<http://www.cityofpaloalto.org>

Senior Plan Check Engineer Supplemental Questionnaire

***QUESTION 1**

Do you have a degree in structural/civil engineer or architecture or a closely related field?

- Yes
- No

***QUESTION 2**

How many years of structural design experience do you have?

- Less than 2 Years
- Between 2-5 Years
- 5+ Years

***QUESTION 3**

Do you possess professional registration as an Architect or Civil Engineer in the State of California?

- Yes
- No

***QUESTION 4**

How many years of residential plan checking experience do you have?

- Less than 2 Years
- Between 2-5 Years
- 5+ Years

***QUESTION 5**

How many years of commercial plan checking experience do you have?

- Less than 2 Years
- Between 2-5 Years
- 5+ Years

***QUESTION 6**

Do you have any ICC plan review certifications? If yes, please list your certifications.

* Required Question