

## WORKING CONDITIONS/BENEFITS:

**Hours**—The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

**Holidays**—11 holidays per year.

**Vacation**—13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

**Sick Leave**—Allowance credited and accrued at the rate of one day a month.

**Bereavement Leave**—Max of 5 working days with pay per occurrence.

Dependent on the classification, the City either provides a flexible benefits spending account or makes a contribution towards the following insurances:

**Health Insurance**— Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents.

**Dental Insurance**—Coverage including orthodontia for employees and their dependents through Delta Dental Plan.

**Long Term Disability Insurance**— Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

**Life Insurance**—Term life insurance in the amount of \$25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to \$300,000.

**IRC Sec. 125 Plan**—Healthcare and/or dependent care reimbursement savings accounts available to all eligible, full-time, regular employees.

**Retirement**—) *Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)*

## GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

**PHYSICAL REQUIREMENTS:** Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

**FILING APPLICATIONS:** File your completed application with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

**SELECTION:** A limited number of persons whose applications demonstrate that they most closely meet the needs of the position will be scheduled for an interview. Candidates may be asked to perform other exercises including, but not limited to, written and oral presentations.

**SPECIAL TESTING NEEDS:** If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.

**SALARY:** Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

**This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract.**

HUMAN RESOURCES DEPARTMENT  
CITY OF DALY CITY  
295-89<sup>th</sup> Street, Suite 105  
Daly City, CA 94015

An Equal Opportunity Employer  
Minorities/Women/Disabled

Office: (650) 991-8028  
Hearing Impaired: (650) 991-8278  
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

THE CITY OF DALY CITY



INVITES APPLICATIONS FOR

## BUILDING PLANS ENGINEER

(Not Civil Service, 40 hours/week)

### SALARY:

\$4424-4645-4877-5121-5377 biweekly  
\$9585-10064-10566-11095-11650 monthly

*Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)*

### FINAL FILING DATE:

Applications accepted until sufficient number of qualified applications received.

Oral Interviews:  
TBA

Résumés are not accepted in lieu of a City of Daly City application.

To apply online, visit:

[www.calopps.org](http://www.calopps.org)

## INFORMATION

### DEFINITION

Under supervision of the Chief Building Inspector, to review building plans and related documents including geotechnical reports, structural calculations and energy calculations to assure compliance with adopted model, California and Municipal Codes, ordinances, regulations and policies, to provide clear and concise direction in plan review comments, to assist inspectors, contractors, design professionals and the public by providing information and clarification regarding the adopted codes and their application.

### EXAMPLES OF DUTIES

Checks building plans, calculations and submittal documents to assure compliance with applicable codes and ordinances including State of California and Daly City Municipal Code requirements; reviews for compliance of health and safety features, proper materials usage, placement on the property, flood, wind and earthquake provisions, sewer, plumbing, mechanical, electrical, energy and building code requirements; reviews plans, calculations and data submitted with plans for compliance; communicates construction and code requirements verbally and in writing to architects, contractors, engineers, developers and the general public; coordinates the review of other City divisions and departments by overseeing the routing of plans and assimilating comments; supervises others in the Division who review plans; approves field changes to construction plans and designs; under direction of the Chief Building Inspector, advises building inspectors on structural and building code questions encountered during construction inspection, interprets codes, ordinances, regulations related to plan

checking; researches the history of codes and ordinances when problems of interpretation arise; recommends revisions to the municipal code and assists in its revision; reviews building code alternate requests and recommends denial or approval; prepares reports and correspondence; supervises as needed.

### MINIMUM QUALIFICATIONS

**Knowledge of:** Basic principles of fire and life safety code requirements including use and occupancy, general building limitations, types of construction, fire-resistant materials and construction, fire-protection systems and means of egress; accessibility requirements and regulations; structural engineering including design principles specifically wind and earthquake requirements, materials requirements including masonry, reinforced concrete, steel and wood design, stress analysis and strength design, principles of soil mechanics and foundation analysis, methods of building construction, applicable codes, ordinances and regulations, and plan review procedures. Individuals must have strong written and verbal communication skills to convey requirements clearly and concisely and strong analytical and critical thinking skills and be able to exercise tact and good judgment in dealing with contractors, design professionals and the public.

**Ability to:** Read and interpret building plans and specifications; perform complex building, plumbing, mechanical and electrical plan review; detect building code violations; interpret and apply provisions of pertinent codes and regulations; prepare accurate and concise reports; make accurate engineering computations and drawings; communicate effectively both verbally and in writing; acquire and demonstrate skill supervising and managing work of others; learn administrative

techniques, methods and procedures of personnel management, budget preparation and other skills required to assist in management of the Division; work with, troubleshoot, and assist in developing improvements to computerized Division operation; establish and maintain effectively cooperative working relations with coworkers, the public and employees of other public agencies and private firms interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Three (3) years of full-time professional engineering level work involving structural design, analysis, techniques or engineering plan checking, one year of which involved industrial or commercial structures.

**Education:** A Bachelor's degree, or the equivalent, from a college or university with a major in Civil or Structural Engineering, architecture or closely related field.

**License:** Possession of a valid Class C California Driver's License. Possession of a valid International Conference of Building Officials (ICBO) or International Code Council (ICC) Certification as a Building Plans Examiner. A candidate without this certification may be hired, but must obtain it within one year from date of hire. Registration as a professional Civil or Structural Engineer in the State of California. Certification as an Energy Plans Examiner, for residential and non-residential buildings, is desirable.

To further assist in evaluating your qualifications, please complete the following prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

### **Submit your application and prequalification questionnaire to:**

Human Resources Department,  
City of Daly City,  
295 – 89<sup>th</sup> Street, Suite 105,  
Daly City, CA 94015  
OR apply online at: [www.calopps.org](http://www.calopps.org)

1) Do you possess a valid Class C California Driver's License and an acceptable driving record?

Yes   
No

2) Do you possess a Bachelor's degree, or the equivalent, from a college or university with a major in Civil or Structural Engineering, architecture or closely related field?

Yes   
No

3) Do you have three (3) years of full-time professional engineering level work involving structural design, analysis, techniques or engineering plan checking, one year of which involved industrial or commercial structures?

Yes   
No

Signature:

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Date:

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**City of Daly City  
Prequalification Questionnaire  
for Building Plans Engineer**