



THE CITY OF REDWOOD
CITY INVITES
APPLICATIONS FOR:

PLAN CHECKER #25A-72

SALARY:

\$10,203.00 - \$12,403.00/ Monthly

**Closing: November 14, 2025,
by 11:59PM**

(Opened: 10/17/2025)

Application Process

Apply online at

www.CalOpps.org

[Member Agency: Redwood City](#)

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

Zoom interviews

tentatively scheduled for

Thursday, December 11, 2025

All applications including supplemental questionnaires will be reviewed for completion, relevant education, experience, training and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



WHY JOIN THE REDWOOD CITY TEAM?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by *core values* of *excellence*, *integrity*, *service*, *collaboration*, *inclusion*, and *innovation*. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Community Development Department that fosters innovation, creativity and collaboration, we hope you'll apply.

ABOUT THE POSITION

The City of Redwood City invites you to apply for the position of **PLAN CHECKER**. This position is to assist in the review of building plans and specifications for compliance with city, state and model code requirements; provide advice and interpretations to clients; and process building permit applications. It is under general supervision of Chief Building Official.

THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will be detail-oriented and able to manage multiple tasks; will successfully perform work requiring analytical ability and be able to synthesize and summarize information; will use initiative and independent judgement; will be a team player who likes working with a variety of City staff and the public; and communicates well with the public. Engineer background is preferred.

Typical duties may include, but are not limited to:

- Review construction plans for compliance with building, plumbing, mechanical and electrical codes and other city and state requirements.
- Coordinate the plan review with other city personnel, outside agencies, and professional consultants.
- Calculate fees and issue permits for work to be performed.
- Provide technical information regarding codes and compliance methods to clients, other city staff, and the general public.
- Prepare and maintain a variety of statistics, reports, memos, and correspondence on plan review and permit matters.

BUILD A GREAT COMMUNITY TOGETHER



BENEFITS

The successful candidate will enjoy the following benefits:

- **Retirement:** Public Employees Retirement System (PERS) CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Health Insurance:** Opportunity to select from a variety of plans that are administered by PERS; Maximum City contribution is \$2,598.76/month for 2025.
- **Dental & Vision Insurance:** The City pays 95% of the premium.
- **Long Term Disability**
- **Employee Assistance Program**
- **Life Insurance**
- **Bilingual Premium:** 2.5% - 5%
- **Vacation Leave:** 10-25 days per year
- **Sick Leave:** 12 days per year
- **Holidays** 14/year and *Holiday pay)
- **Bereavement Leave:** Up to 3 days
- **Flexible Spending Account**
- **Fitness Center:** Access at City facilities.
- **Education Reimbursement Program** up to \$1,500 Annually
- **Deferred Compensation Plan (457)**
- **Commuter Program:** City matches up to \$100/month on commuter expenses. (6-minute walk from Caltrain to City Hall)

- Make field inspections to ensure compliance with applicable codes and regulations.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge, Skills and abilities are qualifying.

Experience:

(3) Three years of increasingly responsible experience in the design, review or inspection of buildings. (5) Five years of such experience is desirable.

Education:

Equivalent to a bachelor's degree from an accredited college or university with major course work in structural, mechanical, or civil engineering, architecture, or a closely related field. (2) Two years additional experience may be substituted for the education requirement.

Licenses & Certificates:

- Possession of a California Driver's License and a satisfactory driving record is required.
- Certification as a plans examiner by I.C.B.O. is desirable
- PE Certification is desirable.
- ICC Plans Examiner Certification or equivalent is desirable.

Knowledge of:

- Principle of building, plumbing, mechanical and electrical design and plan review.
- Building construction and materials.
- Model codes, city and state regulations.

Ability to:

- Analyze and accurately check building construction plans, energy calculations, and specifications.
- Establish and maintain cooperative relations with architects, engineers, contractors, developers, other city staff, and the general public.
- Communicate clearly and concisely, orally and in writing.

A City application and supplemental questionnaire is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check
3. Department of Justice Fingerprints
4. References

Please note internal candidates may be required to complete the above-mentioned requirements.

City of Redwood City's Core Values



BUILD A GREAT COMMUNITY TOGETHER



**SUPPLEMENTAL QUESTIONNAIRE
PLAN CHECKER #24A-57
CITY OF REDWOOD CITY**

Please provide answers to the following questions. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. How many years of plan check experience do you have? Describe your Plan Check experience for the following types of projects:
 - Commercial
 - Residential
 - Multi family
 - TI's
2. Please describe your professional experience, education, training, knowledge, skills and/or abilities that have prepared you for this position.
3. Do you possess an appropriate valid California driver's license?
 - ☐ Yes
 - ☐ No

Special Instructions: A City application and responses to the supplemental questions are required. Applications must be filled out completely. Failure to complete the application and supplemental questions will disqualify the applicant from the recruitment process. Failure to list work experience, and education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to disqualification. Resumes may be attached separately, but resumes will not be accepted in lieu of a City application.

The City of Redwood City is proud to be an Equal Opportunity Employer!

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.
Any provisions contained in this bulletin may be modified or revoked without notice*

