

# Foster City is a Great Place to Live, Work and Play!

## PLANS EXAMINER



### HISTORY

Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

### THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2025-2026 budget of \$219.7 million. Projected staffing includes 181 FTEs.

### MISSION

The mission of the City of Foster City is to deliver services, invest in quality infrastructure and implement policies that prioritize public safety, smart planning, a vibrant economy, fiscal stability, community connections, and a sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.



### COMMUNITY DEVELOPMENT DEPARTMENT

The [Community Development Department](#) is committed to planning, improving and maintaining the quality of life and public safety in the City consistent with the Goals and Policies established by the City Council in the General Plan and other related City ordinances and regulations consistent with the City's heritage as a Master Planned community. The department is organized in two divisions, Planning/Code Enforcement and Building Inspection.

## THE POSITION

The Plans Examiner serves as the principal lead worker and provides day-to-day oversight of the Building Inspectors, Building Permit Technician and Building counter operations. This position will ensure work quality and adherence to established policies and procedures and perform complex technical tasks. Some of these complex tasks include reviewing and approving large-scale building and development plans in the preliminary and final stages of the plan check, answer questions and imparts information pertaining to building codes, regulations, standards and City policies to contractors, engineers, architects, and the public.

This position will act as the Chief Building Official in their absence.



## IDEAL CANDIDATE

The ideal candidate will have the ability to accurately read and interpret building plans and drawings; establish and maintain cooperative relationships with contractors, architects, owners, and the public; tactfully, courteously and firmly ensure that all code requirements are met; prepare and maintain accurate records and reports; maintain current knowledge of applicable codes and regulations; understand and explain Building Division policies, procedures, rules, codes, laws and operational procedures; analyze, evaluate and solve building and code problems/issues taking appropriate course of action; remember various building and construction rules and codes; learn to interpret and apply pertinent Federal, State, and local laws, codes and regulations; and establish and maintain cooperative working relationships with other City of Foster City departments and agency jurisdictions.

## Annual Compensation

**\$130,319.70**

to

**\$158,404.48**

## EDUCATION & TRAINING

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

**Education:** Graduation from high school or the equivalent. A desired course of additional education would include two (2) years of college course work in Civil Engineering, Architecture, Building Inspection, or completion of an Apprenticeship Program in a building construction related field.

**Experience:** Six (6) years of experience including a minimum of two (2) years of full-time plan check experience and four (4) years of progressively increasing responsibility in a variety of municipal building inspection work.

**License and Certificates:** Possession of the International Code Council (I.C.C.) Plans Examiner Certificate, and Full Combination Building Inspector Certificate are required. Possession of a Certified Building Official Certificate from the I.C.C. are desirable. Within one year of hire, through training, the Plans Examiner will be able to attain the Access Specialist Certificate from the California Division of State Architect (CASP) certification; within two years of hiring the Plans Examiner will be able to attain the Mechanical, Electrical, and Plumbing Plan Checks certifications.

For knowledge, skills, and abilities, review the [Plans Examiner job description](#).



## BENEFITS

The City of Foster City provides a superior benefits program which includes:

**Retirement Plan:** Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.

**Leaves:** 13 paid holidays; sick leave (8.66 hrs/month); vacation leave based on years of service; discretionary leave.

**Deferred Compensation:** Voluntary 457(b)/VEBA (tax deferred health benefit program).

**Health Benefits:** Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.

**Work Schedule:** Optional 9/80 work schedule.

**Other:** Long-term disability insurance; and life insurance.



## SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

## TO APPLY

A City/District application and supplemental questionnaire are required for consideration. Please keep in mind the closing date. If the recruitment is continuous or open until filled, however, the recruitment may close at any time when enough qualified applications have been received. Applications may be submitted online at [www.calopps.org](http://www.calopps.org)

