



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

PLAN CHECK ENGINEER

#25A-30

SALARY:
\$13,478- \$16,175 / Month

Closing date May 30, 2025
Opened May 8, 2025

*Interested in joining the
Redwood City team?*

Application Process

Apply online, click here:

www.calopps.org/redwood-city/job-20610228

by Friday, May 30, 2025

City application is required in CalOpps. 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

Oral Board Interviews tentatively scheduled for:

Wednesday, June 18, 2025

All applications, including supplemental questionnaire, will be reviewed for neatness, accuracy, 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 testing process, which will consist of an oral board interview.

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 the [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.

ABOUT THE POSITION

Responsible for reviewing plans and coordinating the city's review of construction plans and calculations for compliance with city, state, and model code requirements. Position has hybrid work schedule options.

A few typical duties may include:

- Review construction plans for compliance with building, plumbing, mechanical and electrical codes and other city and state requirements.
- Coordinate plan checking activities with other city personnel, outside agencies, and professional consultants.
- Conduct training programs for Building Division personnel.
- Supervise plan check staff and ensure accuracy of plan reviews
- 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.
- Represent the Building Division at meetings of the City Council, Board of Building Review, other Boards and Commissions, and at professional and public meetings as required.
- Serve as Acting Chief Building Official in the absence of the Building Official is absent.

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.



BENEFITS

The successful candidate will enjoy the following benefits in [RCMEA MOU](#)

- **Public Employees Retirement System:** (*PERS*). New members join 2% at age 62; current members join 2% at age 60.
- **Health Insurance:** The City pays 90% of premium, up to \$2,461/Mo. In 2025
- **Dental Insurance:** City paid 90% premium.
- **Vision Insurance:** City paid 90% premium.
- **Life Insurance**
- **Long Term Disability**
- **Employee Assistance Program**
- **Vacation leave:** 10-25 days per year
- **Sick leave:** 12 days per year
- **Paid holidays:** 15 days per year
- **Bereavement Leave:** Up to 3 days/yr.
- **Fitness center:** access at City facilities
- **Education Reimbursement program:** \$2,000 per year.
- **Deferred Compensation Plan (457).** The city contributes 2% of your salary to a deferred compensation plan.
- **Commuter program** available
City matches up to \$100/month on commuter expenses.

Core Values:

To serve and enhance Redwood City's community, our employees strive to carry out a set of Core Purpose and Values



MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Experience

Five years of increasingly responsible experience in the design or review of public, commercial, industrial, or residential buildings.

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.

Licenses & Certificates

- Possession of a California Driver's License and a satisfactory driving record.
- Possession of a certificate of registration as an Architect or Engineer in the State of California.*

* If this qualification is the only one you are missing, and you have the ability to obtain the certification while employed in the position, we encourage you to apply.

Desirable Certificates

- Certification as a plans examiner by I.C.B.O.
- PE Certification.
- ICC Plans Examiner Certification or equivalent.

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.

To review the complete job description please click: [Plan Check Engineer](#)

Prior to Appointment

Candidates will be required to pass a pre-employment physical exam and extensive background check (*at no cost to the candidate*) including the following:

- Criminal History Check
- DMV Check
- DOJ fingerprint check
- Reference check. Reference checks will be conducted in close coordination with the candidate.



SPECIAL INSTRUCTIONS

A City application and supplemental questionnaire is required. Applications must be filled out completely. 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. Resumes may be attached separately, but resumes will not be accepted in lieu of a city application.

SUPPLEMENTAL QUESTIONNAIRE PLAN CHECK ENGINEER #25A-30 CITY OF REDWOOD CITY

The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, analytical ability and writing skills. Applications without answers will not be considered complete. There is not a strict minimum or maximum word count, and we encourage you to submit thoughtful and complete responses.

1. Describe your Plan Check experience for the following types of projects.
 - Commercial
 - Residential
 - Multi family
 - TI's
 - High rises
2. Please describe your professional experience, education, training, knowledge, skills and/or abilities that have prepared you for this position.
3. Briefly describe your experience working in a Building Department including experience supervising Plan Check staff as well as managing the quality and accuracy of plan reviews.

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.