



We invite applications for the position of:
PLAN CHECKER I/II/ENGINEER
Plan Checker I \$8,874 - \$10,573 Monthly
Plan Checker II \$9,844 - \$11,743 Monthly
Plan Checker Engineer \$10,931 - \$13,040 Monthly
Plus a comprehensive benefits package

**The City of San Mateo Community Development Department is looking for a
Plan Checker I/II/Engineer**

THE DEPARTMENT

You'll be joining a team of talented professionals in a dynamic, collaborative work environment dedicated to serving the San Mateo community. You will work alongside a team of focused and highly motivated professionals who use their talent to provide essential development review and inspection services to our residents and businesses daily basis. The Plan Checker I/II/Engineer is an exciting opportunity for a talented professional to join a great organization and make a valuable contribution to the Building Division within the Community Development Department. You can review the detailed job description for Plan Checker I/II/Engineer on the [City's website](#).

THE POSITION

Depending upon class level and assignment, duties may include, but are not limited to, the following:

- Review and examine construction documents, plans and specifications for one and two family, and multi-family residential, and basic commercial and industrial projects.
- Conduct plan checks on commercial and residential building structures; review structural calculations, fire resistance requirements, earthquake resistance and soils engineering. Conducts plan checks for commercial buildings to be remodeled and/or altered.
- Confer over the phone or in person with homeowners, builders, engineers, contractors, architects and the public to give information and interpret building codes and regulations and permit requirements; recommends necessary changes to obtain compliance with applicable building and zoning codes and regulations.
- Review corrected plans for conformity with requirements; ensures that proper building permit requirements are met.
- Receive and assess fees for new development and construction projects. Issue and process building permit applications.
- Maintain records of incoming plans and those completed.
- Conduct field inspections as required. Make on-site construction inspections on occasion, when required to confirm that construction complies with approved plans and specifications.
- Coordinate plan check activities with other City departments and with outside agencies.
- Initiate appropriate action to enforce code compliance.
- Prepare reports and written correspondence to architects, engineers, contractors and others related to the correction of plans and engineering detail.
- Confer with building inspectors on building related problems arising in the field during construction.
- Coordinate construction plans examination processes with those of other City departments and units.
- Monitor changes and legislation pertaining to assigned work; investigate new materials and substitute materials, and new methods of structural design; recommend appropriate changes in the building codes and regulations to the Building Official or designee.
- Assist in staffing the public counter; issue building permits as required. Maintain accurate records and write reports regarding the work as required.

KNOWLEDGE AND ABILITIES

- Innovative do-er who welcomes challenges, is resourceful and works well both independently and with others.
- Detail oriented individual who finds it rewarding to work with the community on building codes and regulations.
- Exceptional communicator (oral and written) with superior interpersonal skills.
- Able to exercise good judgement and decision-making abilities.
- You have problem-solving skills, collaboration/interpersonally effective, accountability, planner and organizer, strategic thinker.
- Establish and maintain effective working relationships with co-workers. Work cooperatively with team members.

MINIMUM QUALIFICATIONS

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

- **Plan Checker I:** You have the equivalent to graduation from high school supplemented by mathematics through trigonometry and two years of experience in building inspection, or engineering technical support work on construction projects which have involved the review and/or preparation of building plans and specifications. You possess, or have the ability to obtain within probationary period, a Plan Examiner Certificate issued by the International Code Council, or other equivalent state, national or international association.
- **Plan Checker II:** (In addition to Plan Checker I requirements): Two years of plan checking experience at a level equivalent to the City's class of Plan Checker I.
- **Plan Checker Engineer:** You have the equivalent to a Bachelor's degree from an accredited college or university with major course work in civil, mechanical, or structural engineering, architecture, or a closely related field. You have three years of increasingly responsible experience in building structural design and/or structural plan checking. You possess a Certificate of Registration as professional engineer in the State of California. Possession of, or have the ability to obtain within probationary period, a Plan Examiner Certificate issued by the International Code Council, or other equivalent state, national or international association. The incumbents must be able to perform substantially the full range of duties for this class such as plan review of all commercial, industrial, and large multi-family residential buildings and development plans for structural integrity and compliance with applicable code and permit requirements.

Bonus Points (*highly desirable*)

- College level coursework in pre-engineering or construction technology is desirable and may be substituted for the experience at the Plan Checker II level on a year for year basis.
- Experience in structural design or plan reviews or structural inspection work related to building code compliance.
- CAsp certification
- Professional/Structural Engineer (PE) or (SE) License
- A valid California Driver's License

ADA Special Requirement:

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment with ability to sit, stand, walk, kneel, stoop, reach, twist, and climb. Some exposure to noise, outdoors, electrical hazards, dust, and mechanical hazards.

BENEFITS

- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement – 2% @ 55 for classic members; 2% @ 62 for new members. Classic employees contribute 8.30% to CalPERS and New members contribute 6.75% to CalPERS with participation in the Social Security Program
- Programs: Deferred Compensation plan with City match up to 0.5% of base salary, City will contribute 0.5% of base salary to the deferred compensation plan
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Differential: \$90 bi-weekly (if applicable)
- This classification is represented by the San Mateo City Employees' Association

APPLY

Submit an online application, résumé (required), and supplemental questionnaire at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

APPLICATION DEADLINE

Recruitment will close on **Sunday, December 21, 2025, at 5:00 p.m. or upon receipt of the first 50 applications, résumés, and supplemental questionnaires, whichever occurs first.**

EXAMINATION PROCESS

All applications, résumés (required) and responses to supplemental questionnaires received will be reviewed for minimum qualifications. A fully completed application is required; a resume does not replace the information required on the employment application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill

and ability, or any combination of these. **A Zoom oral panel interview is tentatively scheduled for January 9, 2026.**

An employment list will be established from those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least 6 months with the possibility of an extension for an additional 6 months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – November 18, 2025

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org.*

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify yshukhat@cityofsanmateo.org or (650) 522-7263 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO
Plan Checker I/II/Engineer

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. (Questionnaire responses must be submitted with the employment application.)

1. Please describe your background and experience in structural plan review, structural design, structural inspections or engineering technology and how that may have prepared you for the Plan Checker I/II/Engineer position.
2. Describe your experience with customer service interactions, including a situation with a difficult customer (or as a witness to a colleague's interaction). Define how you handled (or would have handled) the situation, what was the result, and what would you do differently?
3. San Mateo plan checkers focus on building fire and life safety regulations, disabled access, means of egress systems, MEP plans, structural engineering aspects, energy efficiency, and green building regulations. If hired, what would be your learning objective to become familiar with these job duties? Please describe a sample individual work plan outlining how you would gain familiarity with the technical and procedural requirements of the plan checker/engineer role based on your experience.