



**CITY OF SUNNYVALE**  
Department of Human Resources  
505 West Olive Ave., Suite 200  
Sunnyvale, CA 94086

<https://www.sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:  
PLAN CHECKER II - Updated Qualifications 9/2019**

*An Equal Opportunity Employer*

**SALARY**

\$44.52 - \$56.82 Hourly

**OPEN DATE:** 09/16/19

**CLOSE DATE:** Continuous

**THE POSITION**

**PLAN CHECKER II  
Regular, Full Time Employment Opportunity**

The City of Sunnyvale is recruiting for a Plan Checker II, to review construction plans for code compliance. This position works closely with the public to issue permits/plans that protect life and property. The ideal candidate will possess technical expertise in the building codes, have strong organizational and administrative skills, and be solutions driven with strong customer service skills.

**The Building Safety team works as one solution-driven, cohesive team, and encourages leadership from the ground up. Are you the next Plan Checker to join the team?**

**For the Plan Checker II position, the City of Sunnyvale offers:**

- Comprehensive medical, dental, and vision benefits
- Classic CalPERS members have 4% of the employee contributions paid by the City, leaving 3% for the employee to contribute
- Retiree medical benefits available

**For a complete classification specification, click here: [Job Description](#)**

**ESSENTIAL JOB FUNCTIONS**

*(May include, but are not limited to, the following):*

- Conducts review and express review of drawings for architectural, electrical and plumbing drawings; reviews specifications for commercial, industrial and residential buildings for compliance with State and local codes; issues construction permits.
- Provides preliminary review of significant projects prior to full submittal; provides comments to applicant and assistance with understanding plan review process.
- Conducts pre-submittal meetings with architects, engineers, and clients.
- Performs periodic field inspections as necessary or assigned.
- Coordinates plan review process with staff from other divisions/departments; serves as main point of contact for customer.

- Works closely with and provides information to architects, designers, contractors, and the public regarding building code and other general requirements concerning buildings and structures.
- Monitors and tracks progress of projects related to activities within the One Stop Permit Center.
- Advises building inspectors on miscellaneous problems arising in the field during construction of a building project.
- Creates professional business correspondence, procedures, forms, memoranda, reports and other documentation associated with the work; prepares reports as required.
- Maintains professional knowledge consistent with the job requirements.

## **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. The position also requires near and far vision when performing tasks such as field inspections, in reading written reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag, carry and push equipment, tools and supplies up to 25 pounds is also required. Additionally, when performing field inspections, the incumbent may be exposed to biohazards and work in a variety of working conditions, including mechanical and electrical hazards, loud noise, and inclement weather conditions, such as wet, heat and cold. The nature of the work also requires the incumbent to climb ladders and steep slopes, and walk around construction worksites.

## **MINIMUM QUALIFICATIONS**

The minimum qualifications for education and experience can be met in the following way:

### **Plan Checker II**

Graduation from high school or tested equivalent and four years of building plan review, design, or combination building inspection experience; OR

An Associate's degree or 60 semester units or 90 quarter units from an accredited college or university with major coursework in engineering, architecture, or a related field; AND two years of experience of building plan review, design, or combination building inspection experience.

### **Plan Checker I** **Knowledge of:**

- Procedures and techniques of plan review.
- Types of building construction materials and methods.
- Codes and zoning ordinances.
- Principles of site plan and architectural design review to determine compliance with appropriate State and local codes and ordinances.
- Research methods and sources of information related to building code enforcement.
- Office methods, procedures, software and equipment.
- Principles of customer service.

### **Ability to:**

- Interpret and apply pertinent Federal, State and local laws, codes and regulations; apply City codes and policies regarding building and zoning.
- Learn to determine if construction conforms to City code regulations.
- Read and interpret blueprints, maps, engineering calculations, and project specifications.
- Organize and keep records of work performed.
- Operate a computer using word processing and business software and other equipment.

- Understand and follow written and oral instructions.
- Communicate effectively, orally and in writing.
- Establish, maintain, and promote positive and effective working relationships with employees, other agencies and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Learn the operation, policy and procedures of the Community Development Department.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.

**Plan Checker II  
Knowledge of:**

**The above, plus:**

- Commercial application of State and local building, electrical, plumbing and mechanical codes.
- Principles of structural design and mathematics.
- Research methods and sources of information related to building code enforcement.
- The intent of the building codes

**Plan Checker II  
Ability to:**

**The above, plus:**

- Independently review plans, ensuring compliance with local and State codes.
- Effectively perform field inspections, on an as-needed basis.
- Detect deviations from plans, regulations and standard construction practices.

**Licenses/Certificates:**

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternative transportation as approved by the appointing authority and a safe driving record.

Possession and continued maintenance of one of the following certifications or licenses:

Plan Checker II:

ICC Residential Plans Examiner and ICC Building Plans Examiner certification OR Certification as a licensed architect, licensed structural or civil engineer with the State of California at the time of application and ICC Residential Plans Examiner within 6 months and ICC Building Plans Examiner within 12 months from hire date.

**APPLICATION AND SELECTION PROCESS** If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources.(postmarks or faxes are not accepted). This position is open continuous.

Candidates are asked to fully describe any training, education, experience or skills relevant to this position. **Electronic applications may be submitted on-line through the City's employment page at [sunnyvale.ca.gov](http://sunnyvale.ca.gov) and click on JOBS or application materials may be submitted to: Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94086. Late or incomplete applications will not be accepted.**

**EXAM PROCESS**

Applications will be competitively screened based on the minimum qualifications of this position.

(Note: The examination process may be changed as deemed necessary by the Director of Human Resources).

### **SELECTION PROCESS**

Candidates who receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check as well as a medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

### **INFORMATION ABOUT PROOF OF EDUCATION**

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts).

### **ADDITIONAL INFORMATION**

Positions in this job classification are represented by the Sunnyvale Employees Association (SEA).

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

*The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.*

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://www.sunnyvale.ca.gov>

OR

505 West Olive Ave., Suite 200,  
Sunnyvale, CA 94086

EXAM #19-00225

PLAN CHECKER II - UPDATED QUALIFICATIONS 9/2019

SG

## **PLAN CHECKER II - Updated Qualifications 9/2019 Supplemental Questionnaire**

### **\* 1. Instructions for completing the supplemental questionnaire:**

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

***Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.***

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

**Your responses to the questions that require you to detail your background and experience should include the following information:\***

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

**\*Responses to the supplemental questions that indicate "see resume" are considered incomplete.** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

- Yes  
 No

- \* 2. Please describe a specific example of a difficult code or construction issue and your role in working with a customer or client to resolve the problem.
- \* 3. Do you have a high school diploma or an equivalent (GED) and four years of building plan review, design, or combination building inspection experience; OR an Associate's degree OR 60 semester units or 90 quarter units from an accredited college or university with major coursework in engineering, architecture, or a related field; AND two years of experience of building plan review, design, or combination building inspection experience.
- Yes    No
- \* 4. This position requires possession and continued maintenance of ICC Residential Plans Examiner and ICC Building Plans Examiner certification OR Certification as a licensed architect, licensed structural or civil engineer with the State of California at the time of application AND ICC Residential Plans Examiner within 6 months AND ICC Building Plans Examiner within 12 months from hire date. Please list your certification number below. If you do not have this certification, please enter N/A in the box below.
- \* 5. Please describe three building design, plan review, or building inspection projects for which you were responsible. In your response, include the scope and level of complexity of the projects, your role and responsibility in completing the projects, and the final outcome of each project.

\* Required Question