

CITY OF HAYWARD

SENIOR PLAN CHECKING ENGINEER

DEFINITION

To plan, organize, coordinate and perform a variety of responsible and complex professional engineering activities in the review of plans for residential, commercial and industrial building construction; to perform the most complex structural plan reviews requiring licensure as an engineer; to review comment on plans and specifications in order to ensure compliance with various California Building Codes and any other applicable codes, standards, laws and regulations; and to serve as a technical resource to staff.

DISTINGUISHING CHARACTERISTICS

The Senior Plan Checking Engineer is the advanced journey level in the Plan Checking Engineer class series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, amount of time spent performing the duties, and the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series and provide technical and functional supervision over professional and technical personnel.

SUPERVISION RECEIVED

Receives general direction from the Supervising Plan Checker/Expeditor.

SUPERVISION EXERCISED

Exercises technical and/or functional supervision over assigned personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Plans, prioritizes and reviews the work of personnel assigned to provide a variety of professional plan checking activities; serves as a technical resource to plan checking and inspection staff.

Examines, reviews and comments on the more complex structural plans and specifications, requiring registration as an engineer, involving the construction or alteration of industrial, commercial, residential, and miscellaneous structures to determine compliance with applicable codes, ordinances and standards.

Assists contractors, architects, engineers, and the public in the solution of complex structural, architectural, engineering and energy related matters and the interpretation of building codes and ordinances.

ESSENTIAL DUTIES (continued)

Provides clear and concise direction in plan review comments.

Conducts research and investigations such as those involving structural problems or in cases dealing with code and ordinance interpretation and application history.

Maintains current knowledge of all applicable codes, ordinances and regulations, and of approved methods, materials, and equipment pertaining to building, plumbing, heating ventilation, refrigeration and electrical constructions.

Maintains records, prepares a variety of reports, and makes estimates of a specialized nature in connection with various building projects.

Performs field inspections and approves changes to plans, as needed.

Performs research and technical evaluation reports on structural and energy code issues.

Reviews and makes recommendations regarding departmental policy related to alternate methods of protection and equivalent levels of protection.

Represents the Building Division in interdepartmental and interagency functions and programs.

Prepares written and oral reports; maintains accurate and complete records.

Coordinates the work of outside plan review consultants.

Represents function on committees, outside organizations, and at staff subcommittees as necessary; coordinates plan checking activities with other divisions and outside agencies.

Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Fosters an environment that embraces diversity, equity, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation, tolerance and communication.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Maintains direct liaison with other jurisdictions on structural and energy code adoption and enforcement.

Interacts with state or national code agencies that develop and administer codes enforced in Hayward.

ESSENTIAL DUTIES (continued)

In coordination with the City Building Official, evaluates, recommends, and determines the approval or denial of administrative variances to local and state codes.

Interprets structural and energy provisions of California Code or Regulations title 24.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision.

Advanced principles of civil engineering with an emphasis on structural engineering.

Structural, plumbing, mechanical, electrical, and other building related design and plan review methods.

Principles of soil mechanics, strength design and stress and foundation analysis.

Modern plan check methods and practices, including software and other technology-based tools. Standards, practices, terms, procedures, techniques, equipment, tools and materials associated with building design and construction.

Pertinent laws, regulations and codes including California Building Code, California Residential Code, California Mechanical Code, California Energy Code, California Plumbing Code, California Existing Building Code, and other applicable codes.

Construction materials and methods.

Modern office management practices and methods; computer equipment and software.

English usage, grammar, spelling, vocabulary, and punctuation.

Principles and practices of work safety.

Ability to:

Plan, organize and coordinate the performance of plan check engineering activities.

Analyze complex plans and specifications and detect violations of the Building Code.

### JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

#### Ability to (continued):

Effectively apply structural engineering requirements to all aspects of City plan check and design review.

Prepare, read, interpret, and perform detailed analysis and examination of various building and construction plans, designs, and specifications.

Make sound judgment and recommendations.

Make accurate complex engineering computations and drawings.

Prepare written reports and budget documents.

Operate modern office equipment including computer equipment and specialized software applications programs.

Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

### EXPERIENCE AND EDUCATION

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

Experience: Two (2) years of responsible professional experience performing duties similar to that of a Plan Checking Engineer for the City of Hayward. Knowledge of permitting software, structural design software, and/or other current design and engineering industry platforms is highly desirable.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in Civil Engineering, Structural Engineering, or a related field.

Licenses and Certificates: Possession of a valid Class C California Driver's License at time of appointment. Possession of a license as a Registered Civil Engineer in the State of California. Possession and continued maintenance of an ICC Plans Examiner Certificate.

City of Hayward  
Senior Plan Checking Engineer  
Page 5

### SPECIAL REQUIREMENTS

Essential duties may require some physical abilities in an office and field environment including sitting for prolonged periods of time; standing, walking, reaching, bending and safely lifting and moving equipment and materials weighing up to 35 pounds. Inspections can occur on even or uneven terrain and at elevation/heights or below grade. Essential functions must be performed with or without reasonable accommodation.

### PROBATIONARY PERIOD: One (1) Year

T340 Senior Plan Checking Engineer

Created July 2025

EEO Code: 04

FPPC STATUS: Designated

FLSA STATUS: Exempt