

CITY OF GLENDALE

TITLE:	Structural Plans Examiner	CLASS CODE:	583
REPORTS TO:	Plans Review Manager	GRADE:	28
DEPARTMENT:	Building Safety	FLSA:	E
JOB SPECIFICATION DATE: July 1, 2005 bwg			

JOB SUMMARY

Analyzes and interprets complex structural construction documents to ensure compliance with national, state, and local construction codes, ordinances, and nationally recognized structural engineering standards.

ESSENTIAL FUNCTIONS

1. Analyzes and interprets complex structural construction plans, reports and specifications to ensure compliance with city codes and ordinances and nationally recognized engineering standards.
2. Performs structural engineering calculations to analyze structural members and assemblies for vertical and lateral loads, seismic and stress analysis, and structural integrity.
3. Advises architects, engineers, contractors, the general public, and other building safety department staff on structural code changes, interpretations, new methods and materials; negotiates mutually acceptable solutions to unusual structural code conformance and structural life safety issues problems.
4. Analyzes computer generated engineering calculations and reports submitted by Structural Engineers to determine accuracy.
5. Identifies inadequacies found on structural construction plans, reports, calculations, and site visits; and requires corrections to be made; suggests corrections or use of alternate methods.
6. Establishes and maintains library of structural technical materials and methods information; and develops and conducts training of development services and plan review staff on structural issues.
7. Discusses code-related issues and problems with representatives of other municipalities, state agencies, and professional organizations.
8. Provides quality customer service while functioning in a regulatory capacity.
9. Deals with and resolves potentially hostile situations with customers.
10. Conducts meetings with architects, engineers, and contractors to proactively identify structural code conformance issues.
11. Makes field inspections of structures when necessary to determine structural soundness or proper installation of unusual designs and materials.
12. Serves on city and intergovernmental committees; attends Building Safety Advisory and Appeals Board meetings to provide information.
13. Assists the Plans Review Manager by recommending changes in codes to resolve interpretation problems and to accommodate and control new methods and materials.
14. Researches alternate products, materials, and methods of construction for compliance with the intent of the code.

SECONDARY FUNCTIONS

15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

All major types of building construction, materials, and methods, and how construction components interface with structural members
Engineering mathematics, and current structural engineering principles and design, and their application in the design of reinforced, concrete, steel, masonry, and timber
National structural codes including American Institute of Steel Construction, Concrete Reinforcing Steel Institute, American Concrete Institute, National Design Standards for Wood Construction, National Concrete Masonry Institute, and American Institute of Timber Construction
(Nonstructural) building code requirements
Computers and their application in structural engineering plan review and design
Field inspection procedures and techniques
Other government agencies' regulations such as the State Registrar of Contractor and the State Board of Technical Registration

Ability to:

Perform and analyze structural engineering computations to analyze structural members and assemblies for structural integrity and compliance with codes, ordinances and engineering principles
Follow proper plan check techniques to detect deviations from plans, regulations, and standard construction practices
Establish and maintain effective working relationships with architects, engineers, contractors, city staff, and the general public
Communicate effectively verbally and in writing
Use professional judgement in the application and enforcement of code requirements.
Recognize and diffuse potentially hostile situations with customers
Explain code requirements and plan review procedures to persons with various backgrounds

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

Bachelor's degree in structural engineering or civil engineering, or related field; and four years experience in structural engineering or civil engineering.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

A valid Arizona driver's license
Registration as a Professional Engineer (Structural)
ICBO Structural Certification within two years of appointment