

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## SENIOR BUILDING PLANS CHECKER

Supplemental Questionnaire Required

Open and Promotional

Job # 23-TP8-01

Salary: \$7,987 – 10,105 / Month

Closing Date: Friday, September 15, 2023

**THE JOB:** Under direction, review residential and commercial building plans for compliance with the California (CA) building codes, the CA Health and Safety Code, CA Energy regulations, County ordinances and administrative orders; review structural analysis and calculations of building plans, within regulatory and procedural guidelines; advise applicants for building permits on possible modifications to conform with requirements; lead the work of lower level building plans checkers and train building plans checkers; and do other work as required. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

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

Graduation from an accredited four-year college degree program in engineering, architecture or a closely related field **and** two years of progressively responsible experience performing building plans checking, building design, construction or building inspection.

**OR**

Completion of two years of college courses in engineering, architecture, construction technology, building inspection or a closely related field **and** four years of progressively responsible experience performing building plans checking, building design, construction or building inspection.

**Special Requirements:** Possess and maintain a valid International Code Council (ICC) or equivalent certification as a Building Plans Examiner. Post-Employment: Must complete a minimum of 45 hours of related continuing education in every three year period.

**Knowledge:** Thorough knowledge of the State Building Codes, State Health and Safety Codes and State Energy regulations as they relate to building construction; the symbols and terminology used in building plans and specifications; the methods, techniques and materials used in building construction; and properties, application and strength of various building materials. Working knowledge of trigonometry, plain geometry, and physics



including thermodynamics, and properties of materials; the principles and techniques of supervision and training; and data processing applications.

**Ability to:** Read, interpret and analyze building plans and specifications; lead, supervise and train staff; establish and maintain effective relationships with those contacted in the course of work; prepare clear and comprehensive written reports; use sound, independent judgment within regulatory and procedural guidelines; understand complex mathematical formulas and complete structural load and stress analysis using standardized tables; and input, access and analyze data using a computer terminal.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

## **SENIOR BUILDING PLANS CHECKER - SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. List any college level coursework you have completed in engineering, architecture, construction technology, building inspections or a closely related field. Be sure to include the course title, name of college, completion dates, number of units, and whether quarter or semester units. Transcripts are acceptable.
2. Describe your experience in building plan review of routine and complex residential and commercial structures and building systems, including structural analysis and calculations of building plans. In your response, please describe the type(s) and size(s) of projects you have handled, and your role and level of responsibility.
3. Describe your education, training, and experience supervising, training, and/or evaluating subordinate staff.

### **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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