

County of Santa Cruz

INVITES YOU TO APPLY FOR:



BUILDING PLANS CHECKER

Supplemental Questionnaire Required

Open and Promotional

Job # 25-TP7-01

Salary: \$7,708 – 9,743 / Month

Closing Date: Monday, August 11, 2025

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under general supervision, review residential and light commercial building plans for compliance with the Building Standards Codes: California Building Code (CBC), California Residential Code (CRC), California Mechanical Code (CMC), California Electrical Code (CEC), California Plumbing Code (CPC), California Energy Code (CEnc), California Green Building Standards Code (CGBSC), and the California Fire Code (CFC), County Building Code, ordinances and administrative orders; advise permit applicants concerning design and construction; and perform 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:

Completion of two years of college courses in engineering, architecture, construction technology, building inspection or closely related field, **AND** two years of progressively responsible experience in building design or construction which involves an understanding of building plans.

OR

One year of experience equivalent to Building Inspector I in Santa Cruz County, and completion of course work in construction technology, building inspection, drafting and blueprint reading and advanced mathematics or closely related field.

Special Requirements: Possess and maintain a valid International Code Council (ICC) certification as a Building Plans Examiner, pursuant to California Health and Safety Code Section 18949.28, within 12 months of



employment. **Post employment:** Must complete a minimum of 45 hours of related continuing education in every three-year period.

Knowledge: Working knowledge of California Building Codes as they relate to building construction; symbols and terminology used in building plans and specifications; methods, techniques and materials used in building construction; and permit software system(s), GIS and other computer programs used in a Building Division or Office. Some knowledge of trigonometry, plane geometry, and physics including thermodynamics, and properties of materials; and data processing applications.

Ability to: Read, interpret and analyze building plans and specifications; establish and maintain effective relationships with those contacted in the course of work; prepare clear and comprehensive written reports; 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 or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Suite 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 Human Resources 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.

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 training and education that demonstrates your knowledge and ability to utilize and work with the Building Standards Codes: California Building Code (CBC), California Residential Code (CRC), California Mechanical Code (CMC), California Electrical Code (CEC), California Plumbing Code (CPC), California Energy Code (CEnC), California Green Building Standards Code (CGBSC), and the California Fire Code (CFC) as they relate to building construction.
3. Describe your work experience that demonstrates your ability to read, interpret and analyze building plans, structural calculations and specifications as they apply to this position.

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