

ASSISTANT PLAN EXAMINER (BUILDINGS)

General Statement of Duties and Responsibilities

Under supervision, performs work of moderate difficulty and responsibility in the engineering or architectural analysis of structures and building equipment systems, and the examination of plans for the construction, alteration or repairs of buildings and equipment systems under the jurisdiction of the Department of Buildings. All Assistant Plan Examiners (Buildings) perform related work.

Examples of Typical Tasks

Under supervision examines and reviews design and/or equipment plans and specifications for the construction, alteration, or repair of buildings under the jurisdiction of the Department of Buildings to note compliance with and violation of Construction Code provisions and other pertinent codes and regulations regarding structures, materials, applications, and methods of construction, etc.

Prepares reports and recommendations on the approval of applications and the issuance of permits for building construction. Engages in research, investigations, studies and examinations related to the construction or demolition of structures subject to the provisions of the Construction Codes.

Qualification Requirements

1. A baccalaureate degree in civil or mechanical engineering from an accredited college or university and either (a) one year of full-time satisfactory experience in civil engineering, mechanical engineering, or architectural work in building design or building construction or (b) a master's degree in civil or mechanical engineering from an accredited college or university; or

ASSISTANT PLAN EXAMINER (BUILDINGS) (continued)

Qualification Requirements (continued)

2. A baccalaureate degree in civil or mechanical engineering technology from an accredited college or university and two years of full-time engineering or architectural work in building design or building construction; or
3. A baccalaureate degree from an accredited college and a master's degree in civil or mechanical engineering from an accredited college or university, plus one year of full-time satisfactory experience in civil engineering, mechanical engineering, or architectural work in building design or building construction; or
4. A Bachelor of Architecture or a Master of Architecture from an accredited college or university, both of which are first professional degrees in architecture (please note that a baccalaureate degree in architecture awarded after a four year program does **not** qualify); or
5. A Bachelor of Science degree in architecture that is the first four years of a five year first professional degree program in architecture, and one year of full-time satisfactory experience in civil engineering, mechanical engineering, or architectural work in building design or building construction; or
6. A baccalaureate degree in architectural technology from an accredited college or university and one year of full-time satisfactory experience in civil engineering, mechanical engineering, or architectural work in building design or building construction.

Direct Lines of Promotion

From: None

To: Plan Examiner (Buildings) (22410)