



CITY OF RANCHO CUCAMONGA

INVITES APPLICATIONS FOR

PLANS EXAMINER

\$4,857 - \$6,233 per month

Plus City Paid PERS (2.5% @ 55)

THE POSITION

Under general supervision, reviews and evaluates residential, commercial and industrial plans and specifications within an assigned specialty; consults with engineers, architects and consultants concerning code requirements and how they can be met; performs related duties as required.

THE CITY OF RANCHO CUCAMONGA

The City of Rancho Cucamonga is situated at the base of the San Gabriel Mountains and adjacent to the cities of Upland and Ontario. Incorporated in 1977, the City operates under a Council-Manager form of government. Rancho Cucamonga encompasses 40.2 square miles within its jurisdiction and has an additional 12 square miles in its sphere of influence. The population is currently 174, 308 and growing. The community is composed of fine residential areas with a balanced mix of commercial and generous industrial land. Other significant amenities include a 100-acre Park with an award-winning senior and community center, Victoria Gardens Cultural Center, 150-acre championship golf course, and the Victoria Gardens Regional Mall. Part of one of the fastest growing metropolitan areas, Rancho Cucamonga nonetheless remains one of the safest cities in the country and is a desirable place to live, work, and play. It maintains as its goal having a high quality of life as reflected in its planning policies and high standards for development.

THE BUILDING & SAFETY DEPARTMENT

The department consists of six (6) main divisions; Building Plan Check and Permit, Fire Plan Check and Inspection, Building Inspection, Grading Plan Check and Inspections, Code Enforcement and Administration. Quality service is provided to the community in a manner that is comprehensive, efficient and knowledgeable. Through innovative programming, technology and the enforcement of the highest standard of codes, we continue our commitment to excellent public safety and quality of life by building strong relationships and partnerships with residents, businesses, and development communities.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

Checks plans and specification for the construction, alteration and repair of residential, commercial and industrial buildings and structures; ensures that plans meet the requirements of applicable building, Fire, plumbing, mechanical, and electrical codes, regulations and restrictions; prepares comprehensive correction lists, reviews structural and energy design calculations; maintains files and records of the specifications, calculations, and other pertinent information related to submitted plans; consults with engineers, architects, contractors or the public to discuss problems with initial plans and required changes; drives to job sites to view conditions and evaluate problems to be solved by design plans and specifications; reviews the work of outside plan check engineers and consultants; responds to verbal or written inquiries; provides technical assistance to engineers, architects, contractors, other City personnel and the public; interprets and explains requirements and restrictions relative to building and fire codes, ordinances, regulations, policies and procedures; develops alternative methods to comply with those requirements and restrictions; on grading plan, reviews elevations, contours and surface drainage devices; studies soils reports and compaction reports; reviews plans for erosion control and adequacy of storm drains to handle drainage; verifies calculations on hydrology and hydraulic studies; reviews plans and reports for engineering standards and appropriate codes and ordinances; reviews and determines fees associated with development projects; assigns building and street addresses; coordinates plan check activities with other City functions and outside agencies; performs counter plan checks.

MINIMUM QUALIFICATIONS

Graduation from an accredited college with a Bachelor's degree in Civil, Mechanical or Structural Engineering, Architecture, or a related field and one year of increasingly responsible experience in building structural design and/or structural plan, checking, grading engineering and/or hydrology, or fire protection engineering or any combination of training and experience that provides the desired knowledge and abilities.

Special Requirements:

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record. Possession of a Certificate of Registration as a professional civil engineer or architect in the State of California is desirable. Possession of a Plan Examiner Certificate issued by the ICC is desirable.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of related laws, ordinances, rules, regulations, policies and procedures, including handicapped access requirements and California Energy Commission Standards of Title 24; principles and practices of structural and civil engineering; construction methods and materials. Knowledge of a specialty such as grading and hydrology or fire safety engineering is desirable. Ability to read and interpret plans, blueprints and specifications; interpret and apply related laws, ordinances, rules, regulations, policies and procedures; conduct field investigations; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

APPLICATION PROCESS

All applicants are required to complete a City application form and return it to Personnel, 10500 Civic Center Drive, Rancho Cucamonga or mail it to P.O. Box 807, Rancho Cucamonga, CA 91729. Applicants may also apply online at www.cityofrc.us

Closing date is Thursday, January 28, 2010.

Applications must be complete and demonstrate that the minimum qualifications are met. All statements made on the application are subject to investigation and verification. Resumes may be attached to completed application form as supplemental information, but will not be accepted in lieu of an official application form. Applications will be screened and the most qualified candidates who best match the needs of the City will be invited to compete further in the examination process. Candidates who meet the minimum qualifications will remain candidates until a final offer is accepted by the candidate who most closely meets the requirements of the City. The City may conclude that none of the candidates, even those who meet the minimum qualifications, are appropriate for the position.

Successful candidates shall be required to:

- Complete a verification form designated by Immigration and Naturalization Service to certify that they are eligible for employment in the United States of America; and
- Pass a pre-employment medical exam; and
- Provide proof of a valid driver's license and be insurable; and
- Pass a reference and background verification. References will not be contacted until a mutual interest has been established.

Disclaimers

The City does not make employment decisions based on sex, race, color, religion, national origin, ancestry, age, marital status or physical handicap, except when such qualifications are appropriate occupational qualifications. In addition, the City of Rancho Cucamonga abides by a nepotism policy which may preclude you from being hired if the City employs a relative. The City of Rancho Cucamonga makes reasonable accommodations for disabled persons, considering each situation on an individual basis. Please make direct requests for accommodation to Personnel. There is a no smoking policy in effect in all City Offices and vehicles. Finally, please note that the provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

Questions regarding this recruitment may be directed to Personnel at (909) 477-2700. Applicants may wish to visit the City's official website at www.cityofrc.us for more information.

FRINGE BENEFITS

- City pays employee's share of PERS (2.5% @ 55)
- Supplemented to increase retirement to 3% @ 60 (PARS) with 10 years minimum service
- Medical insurance provided at \$700 per month
- Dental plan and optical plan provided
- Vacation (80 hours accrued first year)
- Administrative Leave (50 hours per fiscal year)
- 14 paid holidays (including three discretionary holidays)
- Sick leave (120 hours per year)
- \$2,300 tuition reimbursement per fiscal year
- 4/10 work week (7 AM – 6 PM, Mon-Thurs)

Dist: 1-11-2010