

**VENTURA COUNTY, RESOURCE MANAGEMENT AGENCY INVITES APPLICATIONS
FOR:**



**Plan Check Engineer I/II
1658RMA-17AA (NF)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$35.90 - \$52.85 Hour \$6,223.01 - \$9,160.21 Monthly \$74,676.13 - \$109,922.55 Annually

POSITION INFORMATION

Incumbents in this position may receive an educational incentive of either 2.5% for an Associate Degree, 3.5% for a Bachelor degree or 5% for a post graduate degree that is not required to work in the classification. The incumbent may also be eligible for bilingual incentive, depending upon operational necessity and certification of skill.

Plan Check Engineer I, \$2,872.16 - \$4,098.84 (biweekly) is the entry level classification into the series and is distinguished from Plan Check Engineer II in that I level incumbents are expected to have specific engineering and code knowledge to perform assignments requiring less technical plan reviews and engineering competence.

Plan Check Engineer II, \$3,135.52 - \$4,227.79 (biweekly) incumbents are typically responsible for more significant technical plan check engineering duties, or for assisting in completing technical plan check engineering assignments.

The successful candidate will have a Bachelor's Degree in Civil Engineering with their elective course work being in Structures or Structural Engineering, be a registered Professional Engineer in California and will have experience using the current California Building Code to design or plan check various types of structures. The candidate will have a basic knowledge of building construction methods and materials and will understand the principles of structural engineering and soil mechanics. In turn, the candidate will be able to apply those principles and basic knowledge in the plan checking of the architectural and structural plans of various types of buildings. The ideal candidate will also be able to communicate effectively with the public and co-workers, will be able to multi-task, and work in an environment with tasks that may have varying priorities and deadlines.

Examples Of Duties:

Duties may include, but are not limited to the following:

- Reviews construction plans, calculations and related documents for structural integrity and code compliance.
- Consults with architects, engineers, contractors and the general public in matters related to this function.
- Researches technical problems as required.
- Reviews test reports from laboratories and soil analysis reports from consulting engineers.
- Prepares reports and correspondence.

- Assists in training of plan check and inspection staff.
- Develops plan check procedures.
- Makes field inspections, as necessary, to resolve engineering questions and code interpretations.
- Performs other related duties as necessary.

Plan Check Engineer I/II are represented by the Ventura Employees' Association (VEA) and are not eligible for overtime compensation.

NOTE: This classification is within a bargaining unit that is subject to an agency shop arrangement which mandates a regular employee to either join VEA and pay dues as a member OR either pay a service fee to VEA or direct that an amount equivalent to the service fee be distributed to a qualified charitable organization.

TYPICAL QUALIFICATIONS

These are entrance requirements to the exam process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, and EXPERIENCE:

Considerable experience which has led to the acquisition of the required knowledge and abilities.

Plan Check Engineer I:

For Plan Check Engineer I the required knowledge and abilities can be obtained by the completion of a Bachelor's degree in Civil OR Structural Engineering OR Architecture; OR certification in Fundamentals of Engineering (formerly known as Engineer-in-Training); AND two (2) years of professional engineering experience.

Plan Check Engineer II:

For Plan Check Engineer II the required knowledge and abilities can be obtained by the completion of a Bachelor's degree in Civil OR Structural Engineering OR Architecture; OR certification in Fundamentals of Engineering (formerly known as Engineer-in-Training); AND three (3) years of professional engineering experience.

Necessary Special Requirements:

- Valid certification as a Plans Examiner or Building Inspector by the International Code Council (ICC) is required per Health and Safety Code below.
- Must also possess and maintain a valid California driver license.
- All employees in this classification are subject to the provisions of Health & Safety Code 18965 et seq. which mandates certification and continuing education. Those employees hired after October 4, 1993 are required to "complete one year of verifiable experience in the appropriate field and shall, within one year thereafter, obtain certification from a recognized state, national, or international association as determined by the local agency," (which is the County of Ventura, Resource Management Agency) [Section 19868, Health & Safety Code.] All employees in this classification "shall complete a minimum of 45 hours of continuing education for every three-year period. Providers of continuing education may include any organization affiliated with the code enforcement profession, community colleges, or

other providers of similar quality, as determined by the local agency," [Section 18969, Health & Safety Code.]

DESIRED:

- Bachelor's Degree in Civil Engineering with the elective course work in Structures or Structural Engineering.
- Three (3) years of experience in designing or plan checking of wood, steel, masonry, or concrete structures, including related structural calculations.
- Effectively communicate verbally and in writing.
- Experience with the current edition of the California Building Code.
- Experience working with AutoCAD, Revit, ENERCALC, Bentley RAM Steel, RISA, Sap 2000, or Visual Analysis.
- State of California registration as a Professional Engineer.

Knowledge, Skills, and Abilities:

Some to thorough working knowledge of: principles, methods and techniques of civil and structural engineering and soils mechanics; construction methods, materials and practices; basic legal requirements governing the practice of architecture and engineering; the California Building Code and applicable State laws and local ordinances.

Some to thorough working ability to: make comprehensive studies and prepare reports and recommendations; communicate effectively, both orally and in writing; administer and enforce building codes and other requirements objectively and equitably; and deal effectively with the public and co-workers. Ability to utilize various related computer programs such as ENERCALC, RAM Frame and Visual Analysis including programs such as Microsoft Word and Excel.

Supplemental Information:

Duties are performed primarily indoors and may involve moderate to heavy physical activities.

RECRUITMENT PROCESS

FINAL FILING DATE: This recruitment is accepting applications on a continuous basis until sufficient applications to meet business needs are received, and may close at any time; therefore, it is to your advantage to apply as soon as possible. A first review of applications is anticipated to occur on or around December 18, 2017, and subsequent reviews may be conducted until sufficient applications are received to meet business needs.

To apply on-line, please refer to our web site at www.ventura.org/jobs. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura, Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Applicants must provide sufficient information under the Education/Work Experience portion of the application and supplemental questionnaire, if applicable, in order to determine eligibility. A resume may be attached to supplement your responses in the above-referenced sections; however, it may not be submitted in lieu of the application.

INFORMATION FOR TRANSFER CANDIDATES

NOTE: If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil services" style examination, then appointment by "Lateral Transfer" may be possible. If interested, please click [here](#) for additional information.

EXAMINATION PROCESS

SUPPLEMENTAL QUESTIONNAIRE - qualifying: All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire will result in the application being removed from consideration.

APPLICATION SCREENING - qualifying: Candidates' applications, resumes, or other required documentation will be evaluated on a comparative basis against the pre-established criterion. Those individuals whose materials best indicate possession of the stated requirements, will be invited to continue to the next step in the screening and selection process.

NOTE: If there is a high number of applicants who appear to meet minimum requirements, additional comparative screening will be conducted to determine which of the applicants will be selected for invitation to the oral examination. Applications will be evaluated and ranked according to criteria that most closely meets the needs of the department, so it is essential that applicants provide as much detail as possible and answer all parts of the application and supplemental questions.

ORAL EXAMINATION - 100%: A job-related oral examination will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Candidates must earn a score of seventy percent (70%) or higher to qualify for the placement on the eligible list.

If there are three (3) or fewer qualified candidates, an oral examination may not be conducted. Instead, a score of seventy percent (70%) is assigned to each application, and each applicant is placed on the eligible list.

ELIGIBLE LIST: The eligible list established from this recruitment may be used to fill present and future regular, temporary, fixed-term, intermittent and extra help vacancies within the Resource Management Agency/Building and Safety Division. There is currently one (1) regular vacancy.

BACKGROUND INVESTIGATION: A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information, and driving record is required for this position.

For further information about this recruitment, please contact Liz Sandoval by e-mail at liz.sandoval@ventura.org or telephone at (805) 654-2482.

Plan Check Engineer I/II Supplemental Questionnaire

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Do you have a Bachelor's degree in civil engineering? If yes, provide the name of the college or university and major.
2. Please list all the elective course work you have completed in Structures or Structural Engineering (name of course, number of units). If none, please enter "N/A" in the space below.
3. Are you currently registered as a professional civil or structural engineer or Architect with the State of California? If yes, please enter name of registration and your license number in the space below. If no, please enter "N/A" in the space below.
4. Please provide two (2) examples including dates of your experience in the structural design of buildings. Please include the construction material (Masonry, wood, steel, etc.) as well as the lateral force resisting system used in the design. Be detailed in your response and define your role in the design of the building and include the Building Code and Edition that was used. If you do not have this experience, please enter "N/A" in the space below.
5. Please describe your experience in the plan checking of building plans and calculations for residential and commercial structures for determining compliance with the California Building Code. Be detailed in providing two (2) examples of this experience and include the date, type of building, the size, Building Code Edition, your role and duties. If you do not have this experience, please enter "N/A" in the space below.

6. Please list the computer programs you have worked on related to building engineering design.

7. We have an office in Simi Valley and in Ventura. Are you willing to work in either office, which requires you to split your time during a work week between both offices? Yes_____ No_____

8. Do you possess or will be able to obtain and maintain a valid California Driver License prior to hire? Yes_____ No_____