City of Fullerton Invites Applications For

ASSOCIATE PLAN CHECK ENGINEER

6,267 TO $7,998 PER MONTH

PLUS BENEFITS & CITY-PAID RETIREMENT

A completed City of Fullerton application and supplemental questionnaire must be received in the Human Resources Department no later than **Friday, October 4, 2013 AT NOON.**

POSITION

Under general supervision performs a variety of responsible, technical and professional tasks related to checking commercial, industrial, multiple dwelling and residential building plans to ensure compliance with applicable codes, ordinances and regulations; prepares staff reports; performs complex structural design and engineering calculations and performs related work as required.

QUALIFICATION GUIDELINES

Knowledge of: Principles of civil engineering with an emphasis in structural engineering; applicable building construction codes, ordinances and enforcement requirements; basic methods of building construction practices, methods and materials; techniques of electrical, plumbing, air conditioning and related installations; National Pollutant Discharge Elimination System (NPDES) general requirements; advanced mathematics and their application to structural engineering and plan check work; English usage, spelling, grammar and punctuation; computer applications related to area assigned.

Ability to: Apply laws, regulations, codes, ordinances, policies, guidelines and procedures related to area assigned; read and interpret building plans, blueprints and specifications; perform basic plan check tasks; make complex engineering computations related to building construction; communicate effectively orally and in writing; understand and carry out oral and written instructions and use judgment and initiative; establish and maintain effective relationships with those contacted in the course of work; meet the public with courtesy and tact; operate a personal computer and use applicable software.

Education/Training/Experience: Bachelors Degree in Civil Engineering, Structural Engineering, Architecture or a closely related field from an accredited college or university and two years of progressively responsible experience in structural engineering design or plan checking.

SPECIAL REQUIREMENTS

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position; registration as a Professional Civil Engineer in the State of California; the City of Fullerton's Conflict of Interest Code requires that the Associate Plan Check Engineer file financial disclosure statements in accordance with state and local laws; must be able to work a flexible schedule to accommodate City needs; certification as a Plan Reviewer by the International Code Council (ICC) at time of, or within 24 months of, appointment.

EXAMPLES OF DUTIES:

http://www.cityoffullerton.com/civicax/filebank/blobdload.aspx?blobid=3476

PHYSICAL REQUIREMENTS

Work is performed indoors in an office environment, at a public counter and outdoors in the field. When work is performed outdoors there may be exposure to the elements. An incumbent drives a vehicle on City business, sits for extended periods of time, uses a computer, keyboard and related equipment, stands, walks, reaches, bends, twists, kneels, reaches and grasps and may lift and move boxes of records weighing 30 pounds or less. When in the field, an incumbent may walk on slippery/uneven surfaces and slopes and be exposed to construction materials and dust.

With or without accommodations, an incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

ASSESSMENT PROCEDURE Applicants must be specific and complete in describing qualifications for the position. **BASED UPON THE INFORMATION PRESENTED ON THE APPLICATION**, those applicants possessing the most suitable qualifications will be invited to a written examination, performance examination, oral interview and/or other assessment instrument.

Please contact the Human Resources Department if you do not receive notification regarding your application by October 18, 2013.

BENEFIT PACKAGE

Insurance - Personalized benefit alternatives, including a choice of health insurance coverage with Blue Cross (PPO or HMO) or Kaiser, and dental insurance through Delta Dental. Employees may choose to forego the City's medical benefit and receive a cash payment in lieu thereof.

Retirement – Membership in the California Public Employees' Retirement System (CalPERS), which includes the "2% at 55" formula for classic members and "2% @ 62" for new members. Fullerton does not participate in the Social Security retirement system.

Other - Eleven holidays, liberal vacation benefits and tuition reimbursement of up to $2,500 per fiscal year for job-related education.

NOTE:

Candidates who successfully complete the assessment process for Plan Check Engineer will be placed on an eligible list for this classification, which will remain in effect for at least one year or until an insufficient number of candidates remain on the list.

All employment offers, including appointment offers to COF EEs, are conditional based upon the successful completion of a medical examination performed by the City's designated physician, at City expense. Medical exams are administered to assess an individual's ability to perform the physical requirements of this position. In addition, COF EEs appointed to safety sensitive classifications and all new hires will undergo a drug screen.

All new hires, including COF non-regular EEs, will be fingerprinted. Fingerprints are verified with the Department of Justice.

All new hires, including non-regular COF EEs appointed to this position, will serve a one-year probationary period. Regular COF EEs promoted to

The Fullerton Municipal Employees Federation (FMEF) Memorandum of Agreement requires EEs to participate in the City's direct deposit payroll program.

The FMEF has negotiated an Agency Shop provision with the City. Therefore, all persons hired to classifications represented by the FMEF are required to join the Federation or pay a service fee in lieu thereof.

Posted 09-10-2013

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify their status.

COF EEs are registered as Disaster Service Workers. If a disaster occurs in the City, EEs may be designated to work in any emergency assignment during disaster relief operations.

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.

The City of Fullerton is an Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply.

Visit www.ci.fullerton.ca.us for a complete class specification

Applicants with a qualified disability who require special assistance to participate in the application and/or testing process must notify the Human Resources Department of any necessary accommodations at least 48 hours in advance.