



City of West Hollywood Senior Plan Check Engineer

SALARY	\$62.82 - \$80.27 Hourly \$5,025.27 - \$6,421.27 Biweekly \$10,888.09 - \$13,912.76 Monthly \$130,657.08 - \$166,953.12 Annually	LOCATION	West Hollywood, CA
JOB TYPE	Full-time Regular Status	JOB NUMBER	26-50251-05
DEPARTMENT	Community Development	DIVISION	CDD - Building & Safety
OPENING DATE	04/16/2026	CLOSING DATE	Continuous
FLSA	Exempt	BARGAINING UNIT	WEHOME

JOB SUMMARY

This recruitment is open on a continuous basis and may close without prior notice once a sufficient number of qualified applications have been received.

Why WeHo

The **City of West Hollywood** is like no other city in the world. Located in the heart of metropolitan Los Angeles and only 1.9 square miles, the City of West Hollywood was incorporated in 1984 by a unique collaboration of people, including lesbian, gay, bisexual, and transgender activists, seniors, and advocates for affordable housing. West Hollywood is an international tourism destination with a diverse population and is also the location of many entertainment, design, technology, and hospitality-based businesses. The City is a robust economic and cultural center instilled with idealism, creativity, and innovation. A spirit of community activism and civic pride thrives in West Hollywood for many of its approximately 36,500 residents. The City of West Hollywood has a strong progressive voice, is a leader among communities, and is filled with a rich history. The City prides itself on strong core values: Respect and Support for People; Responsiveness to the Public; Idealism, Creativity, and Innovation; Quality of Residential Life; Promotion of Economic Development; Public Safety; and Responsibility for the Environment – as well as being proactive in responding to the needs of its diverse community.

How We Serve

The **Building & Safety Division's** primary goal is to ensure the safety, health, and general welfare of the people who live, work, and visit our city. The Division accomplishes this through the enforcement of the design standards found in the West Hollywood Building Code. The Code includes building, electrical, plumbing, mechanical, and certain municipal codes as adopted by the City Council. The Division is also responsible for the enforcement of the California State accessibility regulations, energy conservation, and CalGreen regulations. The Division provides services to our community, including permitting, plan check, and inspection services. These services are provided directly to the community using various methods, including a public and virtual counter, informational webpages, conference calls, and field site visits.

What You'll Contribute

As the **Senior Plan Check Engineer**, you'll serve as the technical expert leading comprehensive reviews of complex architectural, structural, and building plans, ensuring every project meets California Building Codes and our city's high standards. Your expertise will guide developers, architects, engineers, and contractors through seamless permitting

processes that result in safe, compliant developments. You will also support a variety of exciting Community Service programs that provide services to our stakeholders.

Through collaboration with city departments, LAC Fire and Health Departments, utility providers, and community partners, you'll optimize approval workflows while maintaining rigorous safety standards. Your project management skills and proactive communication will be essential for managing multiple high-priority projects, meeting deadlines, and building the professional partnerships that drive West Hollywood's continued growth and success.

The ideal candidate will:

- Have expert knowledge of California Building Codes, development laws, and City policies, with demonstrated experience in plan review.
- Build strong working relationships with developers, design professionals, and community stakeholders through excellent interpersonal skills.
- Build and maintain strong professional relationships with a variety of City divisions and County agencies.
- Coordinate effectively with City departments, external agencies, utility companies, and community members to ensure smooth project approvals.
- Manage multiple complex projects while remaining responsive and meeting critical deadlines.
- Demonstrate self-leadership in both maintaining code knowledge and working with minimal supervision.
- Have strong communication skills.

For full position details, please click the job description: [Senior Plan Check Engineer](#)

Reports to: Building and Safety Manager

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

- Bachelor's degree from an accredited four-year college or university in Civil or Structural Engineering, Architecture, or a related field; and,
- Three to five years of progressively responsible experience in reviewing plans, plan checking, and project management; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

- ICBO/ICC Certified Plans Examiner – *must obtain within 6 months of hire*
- International Code Council (ICC) certification as a CalGreen Plans Examiner – *must obtain within 6 months of hire*
- Registration as a Professional Civil Engineer or Licensed Architect in the State of California (preferred)
- California Access Specialist (CASp) certification (desirable)

Benefits

Retirement

The City participates in the California Public Employees' Retirement Systems (CalPERS). The retirement formula will be based on appointment date and membership status with CalPERS, e.g. 2% @ 62 for New Members (average of three highest years) or 2.7% @ 55 for Classic Members (single highest year) with less than a six-month break in service from another CalPERS or CalPERS reciprocal agency. New Member employees are responsible for paying the employee contribution of one-half of the total normal cost of the plan (currently at 7.25%), as defined by CalPERS, through a payroll deduction. Classic Members are responsible for paying the employee contribution of 8% through a payroll deduction. The City does not participate in Social Security.

- \$150.00 per month 457 deferred compensation contribution paid by the City (employer contribution). Employee can also make employee contributions toward the same plan. Annual limited is dictated by the IRS.
- \$100.00 per month Retiree Health Savings (RHS) account contribution paid by the City (employer contribution).

Health Benefits

- The City covers the full health insurance premiums for medical, dental, and vision insurance for the employee and eligible dependents, including children under the age of 26 (effective the 1st of the month following hire date).

Leaves

- Vacation Leave:
 - 80 hours - less than one year of service;
 - 120 hours - 2nd through 5th years of service;
 - 140 hours - 6th through 9th years of service;
 - 160 hours - after 10 years of service.
- Sick Leave: 96 hours per year.
- Personal Leave: 36 hours per year (prorated by quarter).
- 11 City paid holidays.

Other Benefits

- 5/40, 9/80 & 4/10 work schedule (depends on department/division's operational needs)
- Telework availability ranging from 0%-50% for telework-eligible positions, subject to approval and based on ongoing operational needs of the City.
- Technology stipend (\$75.00 per month) for telework-eligible positions.
- LA County MTA E-Pass issued to all WEHOME employees.
- Life insurance equal to 1.5 times your annual salary, plus \$20,000, to a maximum of \$120,000.
- Disability Insurance: 66 2/3% of salary to cap of \$3,077 per week, after a 29-day waiting period for short-term disability.
- Optional Benefits: AFLAC, Supplemental Life Insurance, Pre-Paid Legal Services, Flexible Benefit Plan (FSA) for medical reimbursement and dependent care assistance and cash out of accrued Vacation and Administrative Leaves (if applicable).
- Tuition reimbursement at 100% of the fee schedule for the University of California (UC Tuition Resident fee) for job-related courses pre-approved by the Department Director (up to \$14,934 for Fiscal Year 2025-2026) and Required Textbook reimbursement (up to \$2,500 for Fiscal Year 2025-2026).

Employer

City of West Hollywood

Address

8300 Santa Monica Boulevard

West Hollywood, California, 90069

Phone

(323) 848-6860

Website

<http://www.weho.org/jobs>

Senior Plan Check Engineer Supplemental Questionnaire

*QUESTION 1

The following Supplemental Questionnaire is part of the examination for this position and will be used in determining your qualifications. In order to receive every consideration in the selection process, you must complete all questions with concise but detailed answers and provide all requested information. The experience you indicate in your responses to the supplemental questions must also be described, in detail, on the Work History/Experience section of your Employment Application. The hiring department will review each answer to evaluate your qualifications. Responses such as "See Resume" or "See Application" will result in your application not being considered. A lack of a complete and thorough response to each of the supplemental questions in the space provided may negatively impact your eligibility for this part of the examination process. Responses with more than **250 words** are ideal for essay questions.

Verification: Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City of West Hollywood.

By continuing in the recruitment process, you are certifying that all information provided in the Supplemental Questionnaire is true to the best of your knowledge. If you are selected to continue in the recruitment process, your qualifications may be evaluated through employment verification, reference checks, and written, skill assessment, and oral examinations.

Select "Yes" to reflect that you have read and understand this statement.

- Yes
- No

***QUESTION 2**

What is your highest level of education completed?

- High School Diploma or GED
- Some College Coursework
- Associate Degree
- Bachelors Degree
- Masters Degree
- Juris Doctor (JD)
- Doctorate (PhD)
- Not Applicable

***QUESTION 3**

How many years of progressively responsible experience in reviewing building plans, plan checking, and project management do you have?

- None
- Less than 1 year
- More than 1 year but less than 3 years
- More than 3 years but less than 5 years
- More than 5 years but less than 7 years
- More than 7 years but less than 9 years
- More than 9 years

***QUESTION 4**

Do you have a Certified Plans Examiner License issued by the International Code Council (ICC) (formerly International Conference of Building Officials (ICBO))? If your answer is "Yes," please include a copy of your certification in the 'Attachment' section of your application.

- Yes
- No

***QUESTION 5**

Are you able to provide proof of registration as an Engineer-in-Training (EIT), Registered Architect (RA), or Professional Civil Engineer in the State of California? (Yes/No) If your answer is "Yes," please include a copy of your certification in the 'Attachment' section of your application.

- Yes
- No

***QUESTION 6**

This position requires frequent interaction with the public and business community. Please briefly describe your experience assisting the public and business community while providing excellent customer service. If none, please type N/A.

* Required Question