

## **CLASS TITLE: PLANS EXAMINER I – BUILDING PLANS REVIEW**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs entry level technical and review work on select construction plans and related documents to ensure compliance with the City's building, fire, sign, storm water, water/sewer and zoning codes and ordinances and other related assigned duties.

### **ESSENTIAL TASKS:**

- Examines selected plans, blue lines, specifications, and technical data for new construction, alterations, and repairs to construction projects to determine compliance with the City's construction/development codes and ordinances, particularly for residential and zoning projects, water/sewer drainage reviews and sign permits
- Answers telephone inquiries pertaining to assigned plans review code specialty
- Confers with builders, designers, and applicants pertaining to various problems encountered, responding appropriately with permit applicants regarding submittal inadequacies and code deficiencies
- Maintains computer denial letters and related correspondence, ensuring accurate, concise documentation
- Recommends the issuance of building and related permits upon approval of plans submitted
- Performs on-site inspections of construction projects under development or repair
- Performs basic mathematical calculations to determine the adequacy of proposed specifications
- Reports to supervisor concerning special problems encountered
- Prepares reports or correspondence concerning the status of projects
- Performs record keeping of permit plans review system and updates reference materials
- Assists in preparation of code/ordinance changes related to assigned codes and ordinances
- Assists in the preparation of information and attends various board meetings
- Represents City and work group at approved conferences/seminars
- Attends training and continued education classes
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Sixty (60) hours of coursework in civil engineering, construction management, architectural science, business administration, or other related field from an accredited college or university, and two (2) years of field/office construction related experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of all types of building, construction, materials, and methods related to duties and responsibilities; good general knowledge of engineering principles associated to specific codes and ordinances (structural engineering for building code reviews or civil engineering for stormwater management reviews); and good basic knowledge of the City's construction codes and ordinances. Ability to interpret plans, specifications, and blueprints; ability to recognize conditions likely to result in design failure (supporting walls, foundations, or structures); ability to perform basic mathematical calculations; ability to use engineering devices and reference materials; ability to demonstrate skillful use of basic computer word processing software; ability to communicate both verbally and in writing; ability to become proficient in the City's Permit and Licensing System; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a computer keyboard and telephone; frequently lifting, carrying, pushing, and pulling up to five pounds and occasionally up to fifty pounds; may be subject to walking, standing, reaching, handling, balancing, bending, climbing, twisting, and driving; must be able to maneuver across uneven terrain, changing surface conditions and multiple levels on construction sites; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and must obtain within one (1) year of hire date at least one (1) technical certification to be determined by management.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting using a computerized system; and requires some travel to various locations for on-site visits/investigations.

**Class Code: 2562**

**EEO Code: N-02**

**Pay Code: AT-28**

**Group: Engineering, Planning, and Technical**

**Series: Inspection**

**Effective date: July 24, 2019**