

## **CLASS TITLE: PLANS EXAMINER II - BUILDING PLANS REVIEW**

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

### **ESSENTIAL TASKS:**

- Examines selected plans, blueprints, 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 to review and issue designated specialty permits
- Answers telephone inquiries pertaining to commercial building or engineering development projects or advanced zoning determinations and related code requirements
- Communicates with co-workers, supervisors, fire marshals, building inspectors, City/County departments, and model code technical staff for interpretation, clarification and application of codes and ordinances as applicable
- Interprets assigned City codes and ordinances for builders, employees, and the public
- Performs mathematical calculations and applies basic engineering principles as necessary to determine code compliance
- Designs and drafts detailed graphic representations for project communications
- Actively participates in an approved professional organization, representing the City and work group
- Performs the tasks and responsibilities of other Examiners when necessary
- May be required to attend Board of Adjustment and Technical Action Committee (TAC) meetings
- 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 three (3) years of field/office construction 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 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 mathematical and basic engineering calculations; ability to use engineering devices and reference materials; ability to demonstrate skillful use of basic computer word processing software; 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 eighteen (18) months of hire date at least two (2) plans examiner technical certifications plus the one (1) required for Plans Examiner I for a total of three (3) technical certifications. The specific certifications are to be determined by management.

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**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: 2563**

**EEO Code: N-02**

**Pay Code: AT-32**

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

**Effective date: July 24, 2019**