



CLASS TITLE | PLANS EXAMINER II - INFRASTRUCTURE PLANS REVIEW

PAY GRADE: AT-32 | www.cityoftulsa.org/pay

Class Code: 2634

Effective Date : 06/08/2022

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision performs technical and review work on various construction plans and reviews related documents to ensure compliance with the City's zoning codes and ordinances and other related assigned duties.

ESSENTIAL TASKS:

- Fulfills the requirements of the Plans Examiner I job description
- Examines selected plans, specifications, and technical data for new construction, alterations, and repairs to construction projects to determine compliance with the City's construction and development codes and ordinances and reviews and issues designated specialty permits
- Answers telephone inquiries pertaining to commercial building or engineering development projects or advanced zoning and related code requirements
- Communicates with coworkers, supervisors, fire marshals, building inspectors, City and County departments, and technical staff for interpretation, clarification and application of applicable codes and ordinances.
- Interprets assigned codes and ordinances for builders, employees, and the public
- Performs mathematical calculations and applies basic engineering principles to determine code compliance
- Performs record keeping for the City's permit and licensing system (PALS)
- Participates in a management approved professional organization, representing the City.
- Performs the tasks and responsibilities of other examiners when necessary
- May be required to attend Board of Adjustment (BOA) 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: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Completion of 60 hours from an accredited college or university; **and**,
(b) Five (5) years of experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,
(b) Seven (7) years of experience relevant to the essential tasks listed in this job description

PAY INCREASE OPPORTUNITY

This position is part of a progression family and is eligible for increases within the progression. More information can be found [here](#).

Knowledge, Abilities and Skills:

Knowledge of:



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- Good knowledge of all types of utilities, materials, and methodologies
- General knowledge of engineering principles associated with the specific codes and ordinances, civil engineering for stormwater management and other utilities reviews
- Basic knowledge of applicable City standards and ordinances.

Ability to:

- Ability to interpret plans, specifications, and ability to perform basic mathematical calculations
- Ability to use engineering devices and reference materials
- Ability to demonstrate skillful use of basic computer software
- Ability to effectively communicate both verbally and in writing
- Ability to understand and utilize proficient in the City's Permit and Licensing System
- Ability to courteously and tactfully communicate with coworkers, 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 (50) 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 on construction sites; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Must meet the following criteria:

1. Possession of a valid Class "D" Oklahoma Driver license; **and,**
2. Successful completion of two (2) plans examiner technical exams within eighteen (18) months of date of hire, as determined by management; **and,**
3. Successful completion of the one (1) requires technical examiner required as part of the Plans Examiner I progression plan within eighteen (18) months of date of hire, as determined by management.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, although employee may be exposed to construction related dust, loud noises, temperature extremes and inclement weather. Requires some travel to various locations for on-site visits and investigations.

EEO Code: N-02

Group: Engineering, Planning, and Technical

Series: Inspection