To Become: PLANS EXAMINER I - INFRASTRUCTURE PLANS REVIEW AT-28

**EDUCATION AND EXPERIENCE:** Must meet one of the following options or an equivalent combination of training and experience per PPM Section 128:

1. (a) Completion of 60 hours from an accredited college or university; and,
(b) Three (3) 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) Five (5) years of experience relevant to the essential tasks listed in this job description

**LICENSES/ CERTIFICATIONS:** Possession of a valid Oklahoma Class “D” Driver License.

**DEMONSTRATED SKILL PROFICIENCY:** Successful completion of the Plans Examiner Assessment.

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<th>1st Proficiency Increase:</th>
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<tr>
<td>An increase to the next step within the AT-28 pay grade will be awarded to any Plans Examiner I who receives a “Proficient” or above rating on the most current performance evaluation, who has six (6) months experience as a Plans Examiner I and who successfully:</td>
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<td>Completes the Signs proficiency quiz and,</td>
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<td>Completes the Sewer Taps proficiency quiz and,</td>
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<tr>
<td>Completes Office safety training or Basic First Aid (CPR/AED/First Aid non-certification), not previously taken, as approved by management, and</td>
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<td>Completes one (1.0) course credit of Workplace Sexual Harassment training from the City of Tulsa Development Training Course Catalog, not previously taken, as approved by management</td>
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<th>2nd Proficiency Increase:</th>
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<td>An increase to the next step within the AT-28 pay grade will be awarded to any Plans Examiner I who receives a “Proficient” or above rating on the most current performance evaluation, who has twelve (12) months experience as a Plans Examiner I, and who successfully:</td>
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Completes the Small Water Meter proficiency quiz and,
Completes the Large Water Meter proficiency quiz and,
Completes the Zoning proficiency quiz and,
Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

**3rd Proficiency Increase:**

An increase to the next step within the AT-28 pay grade will be awarded to any Plans Examiner I who receives a "Proficient" or above rating on the most current performance evaluation, who has eighteen (18) months experience as a Plans Examiner I, and who successfully:

Completes the Pool proficiency quiz, and
Completes the Demolition proficiency quiz, and
Completes the Temporary Mobile Homes proficiency quiz, and
Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management
To Become: PLANS EXAMINER II - INFRASTRUCTURE PLANS REVIEW AT-32

EDUCATION AND EXPERIENCE: Must meet one of the following options or an equivalent combination of training and experience per PPM Section 128:

1. (a) Two (2) years’ experience as a Plans Examiner I or,
2. (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,
3. (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

LICENSES/ CERTIFICATIONS: Possession of a valid Oklahoma Class “D” Driver License.

DEMONSTRATED SKILL PROFICIENCY: Successful completion of the Plans Examiner Assessment.

1st Proficiency Increase:
An increase to the next step within the AT-32 pay grade will be awarded to any Plans Examiner II who receives a “Proficient” or above rating on the most current performance evaluation, who has six (6) months experience as a Plans Examiner II and who successfully:

Completes all proficiency quiz requirements for Plans Examiner I and,
Completes Office safety training or Basic First Aid (CPR/AED/First Aid non-certification), as approved by management, and
Completes one (1.0) course credit of Workplace Sexual Harassment training from the City of Tulsa Development Training Course Catalog, not previously taken, as approved by management and,
Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

2nd Proficiency Increase:
An increase to the next step within the AT-32 pay grade will be awarded to any Plans Examiner II who receives a “Proficient” or above rating on the most current performance evaluation, who has twelve (12) months experience as a Plans Examiner II, and who successfully:

Completes the Watershed Permit proficiency quiz and,
Completes the Commercial Permit proficiency quiz and,
Completes the Residential Permit proficiency quiz and,

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

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<th>3rd Proficiency Increase:</th>
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An increase to the next step within the AT-32 pay grade will be awarded to any Plans Examiner II who receives a "Proficient" or above rating on the most current performance evaluation, who has eighteen (18) months experience as a Plans Examiner II, and who successfully:

Completes the FEMA General Admissions application, and

Completes the Independent Study IS-1103: Elevation Certification for Surveyors, and

Completes the Flood Insurance Rate Map (FIRM) tutorial, and

Completes the Flood Insurance Studies (FIS) tutorial, and

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management
To Become: PLANS EXAMINER III - INFRASTRUCTURE PLANS REVIEW AT-36

EDUCATION AND EXPERIENCE: Must meet one of the following options or an equivalent combination of training and experience per PPM Section 128:

1. (a) Two years’ experience as a Plans Examiner II or,
2. (a) Completion of 120 hours from an accredited college or university; and,
   (b) Three (3) years of experience relevant to the essential tasks listed in this job description; or,
3. (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

LICENSES/CERTIFICATIONS: Possession of a valid Oklahoma Class “D” Driver License Certified Floodplain Manager (CFM)

DEMONSTRATED SKILL PROFICIENCY: Successful completion of the Plans Examiner Assessment.

1st Proficiency Increase:

An increase to the next step within the AT-36 pay grade will be awarded to any Plans Examiner III who receives a “Proficient” or above rating on the most current performance evaluation, who has six (6) months experience as a Plans Examiner III and who successfully:

Completess all proficiency quiz requirements for Plans Examiner II and,

Completess one (1.0) course credit of Workplace Sexual Harassment training from the City of Tulsa Development Training Course Catalog, not previously taken, as approved by management and,

Completess one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.

2nd Proficiency Increase:

An increase to the next step within the AT-36 pay grade will be awarded to any Plans Examiner III who receives a “Proficient” or above rating on the most current performance evaluation, who has twelve (12) months experience as a Plans Examiner III, and who successfully:

Completes Continuing Education hours to maintain CFM certification and,

Completes Leadership training, not previously taken, as approved by management and,

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.
3rd Proficiency Increase:

An increase to the next step within the AT-36 pay grade will be awarded to any Plans Examiner III who receives a "Proficient" or above rating on the most current performance evaluation, who has eighteen (18) months experience as a Plans Examiner III, and who successfully:

Completes Continuing Education hours to maintain CFM certification, not previously taken, as approved by management and,

Completes management training, not previously taken, as approved by management and,

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.