



CLASS TITLE | PLANS EXAMINER III – BUILDING PLANS REVIEW

PAY GRADE: AT-36 | www.cityoftulsa.org/pay

Class Code: 2560

Effective Date : 09/28/2022

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

PURPOSE OF THE CLASSIFICATION: Under general supervision performs advanced-level technical and review work on various 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 to review designated advanced permits
- Assists training of staff in plans review code specialties
- Provides primary backup in areas of expertise as cross trained
- Reviews and consults with builders, design professionals, applicants, and the general public on pre-submittal projects, participating in preliminary discussions regarding pertinent and applicable code requirements
- Performs moderately difficult mathematical calculations and applies general engineering principles to determine code compliance
- Maintains various logs, records, reports, and code documents for staff reference and archive use
- Assists cross training of staff in code related issues and processes
- Provides professional communication to assist attorneys, contractors, developers, property managers, realtors, and other key construction industry members in understanding complicated code issues or interpretations
- Assists in preparing budget requests to upgrade materials and match references to codes
- May perform the tasks and responsibilities of other Examiners when necessary
- Demonstrates ability to perform the duties in at least two (2) Plans Examiners disciplines and cross trains in the basic duties of at least one (1) other of the eight (8) plans review code specialties
- 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 100:

1. (a) Graduation from an accredited college or university with a bachelor's degree in architecture, civil engineering, construction management, business administration, or other related field of study;
and,
(b) Three (3) 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:



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Knowledge of:

- Comprehensive knowledge of all types of building construction, materials and methods related to perform duties and responsibilities
- Comprehensive knowledge of engineering principles associated to specific codes and ordinances (structural engineering for building code reviews or civil engineering for stormwater management reviews)
- Good knowledge of the City's construction codes and ordinances

Ability to:

- Ability to interpret plans, specifications and blueprints
- Ability to communicate effectively both verbally and in writing
- Ability to perform moderately difficult mathematical calculations and apply engineering principles
- Ability to use engineering devices and reference materials
- Ability to become proficient in the use of the City's Permit and Licensing System
- Ability to demonstrate skillful use of basic computer word processing software
- Ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding

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:

1. Possession of a valid Class "D" Oklahoma Driver license; and
2. Must obtain within eighteen (18) months of hire date at least two (2) technical certifications plus the three (3) required for Plans Examiner I and II for a total of five (5) technical certifications. The specific certifications are 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.

EEO Code: N-02

Group: Engineering, Planning, and Technical

Series: Inspection