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: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Completion of 60 hours from an accredited college or university in a field relevant to the essential tasks listed in this job description; and,
   (b) Two (2) 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:
• 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)
• Good basic knowledge of the City’s construction codes and ordinances

Ability to:
• 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
• 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:

1. Possession of a valid Class “D” Oklahoma Driver license; and
2. 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.

EEO Code: N-02
Group: Engineering, Planning, and Technical
Series: Inspection