

## **CLASS TITLE: PLANS COORDINATOR**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for facilitating building, fire, signs, watershed, and zoning construction project procedures; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Assists in coordinating building, fire, signs, watershed, and zoning projects with applicants, plans reviewers, inspectors, and City departments
- Tracks plan documents through the review and inspection process and archives according to retention policies
- Prepares and submits documents for final review, permit fee assessment, and permit issuance
- Performs and assists in research for citizens, staff, management, Councilors, and various other departments and agencies
- Correspond with applicants to keep projects advancing through the review process
- Properly determine the business process to follow based on the type of application
- Prepares and monitors various reports
- 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: Graduation from an accredited college or university with an associate's degree in business, construction management, public administration or a related field and at least two (2) years of responsible experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of plans' review procedures; and considerable knowledge of applicable laws and ordinances pertaining to building projects. Ability to prioritize, organize and facilitate projects; ability to review in detail construction plans; ability to communicate effectively in both verbal and written form; and the 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, hand, and finger dexterity enough to use a keyboard, ten-key, and telephone; frequent lifting and pulling up to 20 pounds; occasional lifting, carrying and pushing up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, twisting, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

**Class Code: 6516**

**EEO Code: N-02**

**Pay Code: AT-28**

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

**Series: Sub professional Engineering and Technical**

**Effective date: December 5, 2016**