

CLASS TITLE: PROFESSIONAL CODE OFFICIAL

PURPOSE OF THE CLASSIFICATION: Under direction performs work requiring advanced professional plans review processes integrating technical applications on various construction plans and related documents to ensure compliance with the City's building, fire, sign, stormwater, water/sewer, and zoning codes and ordinances and other related assigned duties.

ESSENTIAL TASKS:

- Examines within assigned discipline(s) all types of plans, blue lines, specifications, and technical data for new construction, alterations, and construction project repairs to determine compliance with the city's construction/development codes and ordinances and to monitor projects
- Discovers occurrence of hazardous materials or processes and coordinates with appropriate department to mitigate hazards
- Conducts/coordinates engineering plan reviews as requested
- Acts as a preliminary resource to interpret equivalence status in consulting other staff on plan reviews
- Monitors projects to discover hazardous materials' occurrences or processes and coordinates with the appropriate department to mitigate hazard
- Acts as a staff liaison to an appeals board concerning Plans Examiners or Building Inspectors appeal decisions, producing and submitting operational reports
- Assists coordination of various inspection groups and permit staff as requested
- Assists management in supervisory duties related to technical and administrative concerns as appropriate
- Provides primary effort in budget requests preparation to upgrade materials matching references to codes and other staff budgetary concerns for equipment and supplies and maintains staff code libraries
- Actively participates in an approved professional organization, acting as liaison with individuals and units within/outside the City
- Assists management and/or Senior Code Official in performance of special projects, programs, reports, or research
- Prepares detailed reports on complex projects and issues
- Maintains and analyzes annual statistical reports, developing and modifying staff operating procedures reflected by statistics to increase staff production
- Assists training of staff in plans review code specialties
- Performs the tasks and responsibilities of other Examiners when necessary
- Performs the duties of at least three (3) and cross trains in the basic duties of at least one (1) 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: Graduation from an accredited college or university with a five (5) year professional degree in architecture; or a bachelor's degree in civil engineering, construction management, business administration or other related field of study; four (4) years of progressively responsible experience related to construction, building design, structural systems, site development, legal practice, or business administration in the field/office; and preferred plans review code analysis and field experience mixture. Refer to the Plans Examiner Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Comprehensive knowledge of all types of building construction, materials, and methods; comprehensive knowledge of engineering principles associated to specific codes and ordinances (structural, mechanical, and electrical engineering for building code reviews or civil engineering for stormwater management reviews); and comprehensive knowledge of the City's construction codes and ordinances. Ability to interpret plans, specifications, and blueprints; ability to communicate effectively both orally and in writing; ability to perform advanced mathematical calculations and applies 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; 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 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: Possession of a valid Oklahoma Class "D" Operator's License; and must obtain within designated time as set by the department at least three (3) BOCA Certifications (7 or more technical exams, including exams required for lower Examiners) approved by management or equivalent certifications; possession of a professional license approved by the City of Tulsa (State of Oklahoma Licensed Architect; Professional Engineer; member of the Oklahoma State Bar; or CABO Certified Building Official and qualify for a total of five (5) BOCA Certifications for areas of code expertise, including the three (3) referenced previously).

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.

Class Code: 2006

EEO Code: E-02

Pay Code: EX-40

Group: Engineering, Planning, and Technical

Series: Inspection

Effective date: December 14, 2000