

CLASS TITLE: SENIOR CODE OFFICIAL

PURPOSE OF THE CLASSIFICATION: Under direction performs work requiring advanced, often independent, 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 repairs to construction projects to determine compliance with the city's construction/development codes and ordinances, particularly to provide lead technical support to staff and provide lead coordination for preliminary reviews and design evaluations with the public and provide lead support in processing appeal requests, specifically but not limited to equivalency status and alternative options
- Assists management in planning, developing, training, coordinating, directing, and evaluating professional and support staff working on reviews and projects of major scope and importance
- Generates, researches, develops, and evaluates new designs, techniques, or products of primary significance in the solution of code related issues (determination of equivalency standards or acceptable alternative options)
- Creates and evaluates specifications on specialty materials
- Serves as a technical specialist for the department or the City in the application of advanced code and material review theories, concepts, principles, and processes in an assigned area of responsibility
- Prepares reports on complex projects
- Keeps abreast of statewide, regional, and national code developments to recommend changes in local regulations and adopting new ordinances
- Takes principal lead for the department in the code development processes, both locally and nationally
- Performs the tasks and responsibilities of other Examiners and/or PCO when necessary
- May perform the duties of at least four (4) of the eight (8) plans review code specialties, acting as a principal instructor/mentor to staff in those 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 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; must have ten (10) years of progressively responsible experience related to construction, building design, structural systems, site development, legal practice, or business administration in the field/office, including five (5) years of verified experience performing "Responsible Charge" work of broad responsibility above required of Professional Code Official; doctoral theses can be substituted for experience; and new hires must complete three (3) hours of additional approved related professional coursework or equivalent training during initial probationary period; and preferred plans review code analysis and field experience mixture. Experience may not be substituted for education. 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 related to performed duties and responsibilities; comprehensive knowledge of engineering principles associated to specific codes and ordinances; and comprehensive knowledge of the City's construction codes and ordinances. Ability to interpret plans, specifications, and blueprints; ability to communicate effectively both verbally 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 four (4) BOCA Certifications (9 or more technical exams, including exams required for other Examiners and PCO) approved by management or equivalent certifications; possession of CABO Certified Building Official; 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 BOCA Certified Master Code Official).

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: 2007
EEO Code: E-02
Pay Code: EX-44

Group: Engineering, Planning, and Technical
Series: Inspection

Effective date: December 14, 2000