

**PLANS EXAMINER/CODE OFFICIAL
PROGRESSION AND PRODUCTIVITY PROGRAM
CRITERION DOCUMENT**

Revised February 9, 2006

Note: Refer to the Permitting Services Progression and Productivity Program Policies and Procedures Document for additional information and clarification or requirements, guidelines, and procedures.

To Become	Plans Examiner I (AT-28)
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EDUCATION: Sixty (60) hours of coursework in civil engineering, construction management, architectural science, or business administration or other related field from an accredited college or university. Experience may not be substituted for education.

EXPERIENCE: One (1) year of construction related experience in the field or office

TRAINING: Preferred participation in feeder pool and any cross training opportunities available through participation in the program

**LICENSES/
CERTIFICATIONS:** Completion of one (1) prescribed technical certification exam, i.e. BOCA Residential Plans Review A-1 or other department approved exam.

<i>Proficiency Increase:</i>

An increase to the next step within the AT-28 pay grade will be awarded to employees who successfully complete and receive 3 additional technical exams for a total of four (4)

JOB COMPLEXITY: The successful applicant must have the ability to perform entry level professional plans review work

To Become	Plans Examiner II (AT-32)
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EDUCATION: Ninety (90) hours of coursework in civil engineering, construction management, architectural science, business administration or other related field from an accredited college or university. Experience may not be substituted for education.

EXPERIENCE: One (1) year of related plans review code analysis experience with proven proficient experience; ability to perform the duties of one (1) and cross trained experience in the basic duties of at least one (1) other of the eight (8) plans review areas of Permitting Services; and at least one (1) additional year of field or office construction experience with the City of Tulsa.

TRAINING:

- 1) One (1) internal class in the area of Customer Service
- 2.) Attendance at department approved technical code related seminars – equivalent to 3 contact hours

**LICENSES/
CERTIFICATIONS:** Completion of four (4) prescribed technical exams

JOB COMPLEXITY: The successful applicant must be able to perform experienced level plans review work

PERFORMANCE & PRODUCTIVITY:
Must have received a rating of "Proficient" or above on last final review immediately prior to making application for progression

To Become	Plans Examiner III (AT-36)
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EDUCATION: Bachelor's degree in civil engineering, construction management, architectural science, or business administration or other related field from an accredited college or university. Experience may not be substituted for education.

EXPERIENCE: Two (2) years of related plans review code analysis experience with proven proficient experience; ability to perform the duties in at least two (2) and cross trained experience in the basic duties of at least one (1) of the other of the eight (8) plans review areas of Permitting Services; and one (1) additional year of field or office construction experience with the City of Tulsa.

TRAINING:

- 1.) One (1) internal class in supervisory skills
- 2.) Attendance at department approved technical code related seminars – equivalent to 6 contact hours

**LICENSES/
CERTIFICATIONS** Active participation in department approved professional organization and qualify for at least (2) BOCA Code Certificates in an area of plans review expertise.

JOB COMPLEXITY: The successful applicant must have the ability to complete advanced level plans review work independently

PERFORMANCE & PRODUCTIVITY: Must have received a rating of "Proficient" or above on last final review immediately prior to making application for progression

To Become	Professional Code Official (EX-40)
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EDUCATION: Bachelor's degree in civil engineering, construction management, architectural science, business administration or other related field from an accredited college or university. Experience may not be substituted for education.

EXPERIENCE: Three (3) years of related plans review code analysis experience with proven experience; ability to perform the duties in at least three (3) and cross trained experience in the basic duties of at least one (1) other of the eight (8) plans review areas of Permitting Services; and one (1) year of field or office construction experience with the City of Tulsa.

TRAINING: Attendance at two (2) internal training classes as approved by the department.

LICENSES/

CERTIFICATIONS: 1) Membership in a department approved professional organization with regular attendance and participation through the presentation of a technical/professional paper, seminar instruction, serve on a technical committee, or serve as an officer of the organization, and 2.) Possession of professional license approved by the City of Tulsa, i.e. Architectural or Professional Engineers Licensed in the State of Oklahoma, member of the State of Oklahoma Bar and possess at least three (3) BOCA Code Certificates in areas of plans review; or Certified Building Official (CBO) and possess a total of five (5) BOCA Code Certificates for areas of plans review expertise (including the three (3) referenced above under experience.)

JOB COMPLEXITY: The successful applicant must be able to accept responsibility for advanced plans review applications

PERFORMANCE & PRODUCTIVITY:

Must have received a rating of "Proficient" or above on last final review immediately prior to making application for progression

To Become	Senior Code Official (EX-44)
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EDUCATION: Bachelor's degree in civil engineering, construction management, architectural science, business administration or other related field from an accredited college or university. Experience may not be substituted for education.

EXPERIENCE: 1.) Minimum of ten (10) years of verified related code analysis experience, with five (5) years verified experience performing broad "responsible charge" work above that is required of a professional license or approved substitute as outlined by the department. (Doctoral thesis can be substituted for a maximum of two (2) years' experience.) Master's degree work cannot be substituted for experience.
2.) Experience and ability to perform the related basic duties in at least four (4) of the eight (8) plans review areas of Permitting Services.

TRAINING: Successful completion of designated department and/or City of Tulsa Training.

**LICENSES/
CERTIFICATIONS:** 1.) Maintain active membership and regular attendance in a department approved professional organization, and
2.) Certification as a Certified Building Official (CBO) and possession of a professional license approved by the City of Tulsa, i.e. Architectural or Professional Engineer in the State of Oklahoma, member of the Oklahoma Bar and possess at least four (4) BOCA Code Certificates for areas of plans review expertise; or BOCA Certified Master Code Official.

JOB COMPLEXITY: The successful applicant must be able to accept responsibility for advanced plans review applications and successfully qualify as "responsible charge" in specialty through official certification by the department

PERFORMANCE & PRODUCTIVITY: Must have received a rating of "Proficient" or above on last final review immediately prior to making application for progression