CLASS TITLE: BUILDING PLANS REVIEW MANAGER

PURPOSE OF THE CLASSIFICATION: Under administrative direction interprets code; manages, supervises and coordinates plan review tasks regarding issuance of building permits, zoning clearances, and certificates of occupancy; coordinates with review of utility structures and fire protection; coordinates code administration with Inspections; and performs other related assigned duties.

ESSENTIAL TASKS:

• Manages staff to maintain production schedules and to ensure customer service
• Formulates policies and processes for recommendation to administration
• Interprets plans, ordinances, codes, criteria and regulations
• Researches, counsels, resolves, and responds to citizen and personnel issues
• Develops and disseminates public information brochures and code compliance forms
• Coordinates code adoptions and develops local ordinances
• Coordinates BCEGS participation and other evaluation programs
• Communicates policies, procedures, goals and objectives to staff
• Assists in the development and monitoring of the budget
• 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 bachelor’s degree in architecture, architectural engineering, or closely related field; and eight (8) years of progressively responsible supervisory experience in building design, structural systems, building industry or code development.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of architecture, particularly as applies to the building industry; and considerable knowledge of the ICC family of codes and City zoning code. Ability to interpret plans and specifications; ability to communicate effectively both verbally and in writing; ability to plan and supervise the work of professional and subprofessional personnel; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 50 pounds; may be subject to walking over rough terrain, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class “D” Driver’s License; registration as a professional licensed architect or professional engineer in the State of Oklahoma, or ICC Certified Master Code Professional with approved equivalent professional training; and possession of ICC Certified Building Official certification within one (1) year of date of hire.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and requires some travel to various locations for on-site visits.

Class Code: 1191
EEO Code: E-02
Pay Code: EX-52

Group: Engineering, Planning, and Technical
Series: Inspection

Effective date: January 21, 2019