

CLASS TITLE: BUILDING PLANS REVIEW SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under direction interprets code; manages, supervises and coordinates technical review of residential and commercial construction plans, performing work requiring advanced, often independent professional review processes to ensure compliance with the City's adopted building and zoning codes and ordinances, coordinating with other agencies, sections and departments, and performs other related assigned duties.

ESSENTIAL TASKS:

- Examines all types of plans, 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
- 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
- Monitors projects to discover occurrence of hazardous materials or processes and coordinates with appropriate department to mitigate hazards
- Acts as a preliminary resource to interpret equivalence status in consulting other staff on plan reviews and 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)
- Assists management and/or Building Plans Review Manager in planning, developing, training, coordinating, directing and evaluating professional and support staff in performance of special projects, programs, reports, research or working on reviews of major scope and importance in supervisory duties related to technical and administrative concerns as appropriate
- 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 detailed reports on complex projects and issues
- Analyzes project timelines and work loads to best allocate resources and staffing to best meet the needs of citizens and contractors
- Reviews project data and implements best practices, ensuring delivery of high-level customer support to internal and external customers
- Investigates citizen and contractor complaints and provides thorough and professional responses based upon applicable City policies, local, state, and federal laws
- Trains staff in plans review code specialties and educates consultants on codes and code related issues
- Performs the tasks and responsibilities of other Examiners and/or Professional Code Official/Senior Code Official when necessary
- May perform the duties of at least four (4) and cross trains in the basic duties of at least one (1) 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 university with a bachelor's degree in architecture, civil engineering, construction management, business administration, or related field of study and five (5) years of progressively responsible field/office construction related experience in a field relevant to the essential tasks listed in this job description or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128 .

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 with specific city, state, and federal 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 apply engineering principles; ability to use engineering devices and reference materials; ability to proficiently use 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 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, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License; and must obtain within designated time as set by the department at least four (4) technical certifications (9 or more exams, including exams required for other Examiners and Professional Code Official) 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 possession of ICC Certified Building Official certification within one (1) year of hire and qualify for a total of five (5) technical certifications for areas of expertise, including the four (4) 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: 1219

EEO Code: E-02

Pay Code: EX-44

Group: Engineering, Planning, and Technical

Series: Inspection

Effective date: February 2, 2022