



CLASS TITLE | PLANS EXAMINER I - INFRASTRUCTURE PLANS REVIEW

PAY GRADE: AT-28 | www.cityoftulsa.org/pay

Class Code: 2633

Effective Date : 06/08/2022

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision performs entry level technical and review work on select construction plans and related documents to ensure compliance with the City's Water taps and sanitary sewer taps, demolition, sign, ordinances, and other related assigned duties.

ESSENTIAL TASKS:

- Issues water taps and sanitary sewer connection permits.
- Examines selected plans, specifications, and technical data for new construction, alterations, and repairs to construction projects to determine compliance with the City's construction and development codes and ordinances, particularly for residential and commercial projects, water and sewer drainage reviews and sign permits
- Answers telephone inquiries pertaining to assigned plans review code specialty
- Confers with builders, designers, and applicants pertaining to various problems encountered, responding appropriately with permit applicants regarding submittal inadequacies and code deficiencies
- Maintains computer Letters of Deficiency (LOD) and related correspondence, ensuring accurate, concise documentation for permitting
- Recommends the issuance of Water, Sewer and Drainage (WSD) and related permits upon approval of plans submitted by applicants.
- Performs on-site inspections of construction projects under development or repair
- Performs basic mathematical calculations to determine the adequacy of proposed plans specifications
- Prepares reports or correspondence regarding the status of projects
- Performs record keeping for the City's permit and licensing system (PALS)
- Assists in preparation of code and ordinance changes and the preparation of information.
 - 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: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Completion of 60 hours from an accredited college or university; **and**,
(b) Three (3) years of experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,
(b) Five (5) years of experience relevant to the essential tasks listed in this job description

PAY INCREASE OPPORTUNITY

This position is part of a progression family and is eligible for increases within the progression. More information can be found [here](#).



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Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of all types of utilities, materials, and methodologies
- General knowledge of engineering principles associated with the specific codes and ordinances, civil engineering for stormwater management and other utilities reviews
- Basic knowledge of applicable City standards and ordinances

Ability to:

- Ability to interpret plans and specifications
- Ability to perform basic mathematical calculations
- Ability to use engineering devices and reference materials
- Ability to demonstrate skillful use of basic computer software
- Ability to effectively communicate both verbally and in writing
- Ability to understand and utilize proficient in the City's Permit and Licensing System
- Ability to courteously and tactfully communicate with coworkers, supervisors, other members of the organization, and the public in giving and receiving information.

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 (50) 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 on construction sites; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Driver license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, although employee may be exposed to construction related dust, loud noises, temperature extremes and inclement weather. Requires some travel to various locations for on-site visits and investigations.

EEO Code: N-02

Group: Engineering, Planning, and Technical

Series: Inspection