



**CLASS TITLE |  
SENIOR CODE OFFICIAL –  
BUILDING PLANS REVIEW**

**PAY GRADE: EX-44 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)**

**Class Code: 2086**

**Effective Date : 09/28/2022**

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

**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 Professional Code Official 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: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Graduation from an accredited college or university with a bachelor's degree in architecture, architectural engineering, construction management, or a related field of study; **and**  
(b) Ten (10) years of experience relevant to the essential tasks listed in this job description; **and**,  
(c) Five (5) years verified experience performing "Responsible Charge" work of broad responsibility above the requirements of a Professional Code Official.  
(d) Doctoral thesis can be substituted for two (2) years of experience.  
(e) Plans review code analysis and field experience *preferred*.



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- (f) New hires must complete three (3) hours of additional approved related professional coursework or equivalent training during initial probationary period. Experience may not be substituted for education.

**PAY INCREASE OPPORTUNITY**

Employee will be eligible for a one (1) step increase upon completion and receipt of one (1) additional ICC technical exam for a total of five (5), as approved by management and six (6) months of employment in the position. Employee will be eligible for an additional one (1) step increase upon completion and receipt of two (2) additional ICC technical exams for a total of six (6), as approved by management and one (1) year of employment in the position.

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of all types of building construction, materials, and methods
- Comprehensive knowledge of engineering principles associated to specific codes and ordinances (structural, mechanical, and electrical engineering for building code reviews or civil engineering for stormwater management reviews)
- Comprehensive knowledge of the City's construction codes and ordinances

Ability to:

- Ability to interpret plans, specifications, and blueprints
- Ability to communicate effectively both orally 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
- 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:

1. Possession of a valid Class "D" Oklahoma Driver license; and
2. Must obtain within designated time as set by the department at least four (4) technical certifications (9 or more exams, including exams required for lower Examiners and Professional Code Official) approved by management or equivalent certifications
3. 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 International



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Code Council (ICC) Certified Master Code Professional with approved equivalent professional training); **and**

4. Possession of an International Code Council (ICC) Certified Building Official certification within one (1) year of date of hire.

**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.

**EEO Code: E-02**

**Group: Engineering, Planning, and Technical**

**Series: Inspection**