



# CLASS TITLE | PLANS EXAMINER I – BUILDING PLANS REVIEW

PAY GRADE: AT-28 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 2562

Effective Date : 09/28/2022

**\*\*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 building, fire, sign, storm water, water/sewer and zoning codes and ordinances and other related assigned duties.

### ESSENTIAL TASKS:

- Examines selected 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 for residential and zoning projects, water/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 denial letters and related correspondence, ensuring accurate, concise documentation
- Recommends the issuance of building and related permits upon approval of plans submitted
- Performs on-site inspections of construction projects under development or repair
- Performs basic mathematical calculations to determine the adequacy of proposed specifications
- Reports to supervisor concerning special problems encountered
- Prepares reports or correspondence concerning the status of projects
- Performs record keeping of permit plans review system and updates reference materials
- Assists in preparation of code/ordinance changes related to assigned codes and ordinances
- Assists in the preparation of information and attends various board meetings
- Represents City and work group at approved conferences/seminars
- Attends training and continued education classes
- 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) Completion of 60 hours from an accredited college or university in a field relevant to the essential tasks listed in this job description; **and**,  
(b) Two (2) 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](#).

### Knowledge, Abilities and Skills:

Knowledge of:



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- Good knowledge of all types of building, construction, materials, and methods related to duties and responsibilities
- Good general knowledge of engineering principles associated to specific codes and ordinances (structural engineering for building code reviews or civil engineering for stormwater management reviews)
- Good basic knowledge of the City's construction codes and ordinances

### Ability to:

- Ability to interpret plans, specifications, and blueprints
- Ability to recognize conditions likely to result in design failure (supporting walls, foundations, or structures); ability to perform basic mathematical calculations
- Ability to use engineering devices and reference materials
- Ability to demonstrate skillful use of basic computer word processing software
- Ability to communicate both verbally and in writing; ability to become proficient in the City's Permit and Licensing System
- Ability to courteously and tactfully communicate with fellow workers, 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 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 one (1) year of hire date at least one (1) technical certification to be determined by management.

**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: N-02**

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

**Series: Inspection**