



CLASS TITLE | PLANS EXAMINER II – BUILDING PLANS REVIEW

PAY GRADE: AT-32 | www.cityoftulsa.org/pay

Class Code: 2563

Effective Date : 09/28/2022

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

PURPOSE OF THE CLASSIFICATION: Under general supervision performs technical and review work 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 selected plans, bluelines, 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 review and issue designated specialty permits
- Answers telephone inquiries pertaining to commercial building or engineering development projects or advanced zoning determinations and related code requirements
- Communicates with co-workers, supervisors, fire marshals, building inspectors, City/County departments, and model code technical staff for interpretation, clarification and application of codes and ordinances as applicable
- Interprets assigned City codes and ordinances for builders, employees, and the public
- Performs mathematical calculations and applies basic engineering principles as necessary to determine code compliance
- Designs and drafts detailed graphic representations for project communications
- Actively participates in an approved professional organization, representing the City and work group
- Performs the tasks and responsibilities of other Examiners when necessary
- May be required to attend Board of Adjustment and Technical Action Committee (TAC) meetings
- 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) Three (3) 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:

- 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 knowledge of the City's construction codes and ordinances



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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 mathematical and basic engineering calculations
- Ability to use engineering devices and reference materials
- Ability to demonstrate skillful use of basic computer word processing software
- 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 eighteen (18) months of hire date at least two (2) plans examiner technical certifications plus the one (1) required for Plans Examiner I for a total of three (3) technical certifications. The specific certifications are 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