



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

PAY GRADE: EX-40 | www.cityoftulsa.org/pay

Class Code: 2087

Effective Date : 10/05/2022

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

PURPOSE OF THE CLASSIFICATION: Under direction performs work requiring advanced 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 all types of plans, blue lines, specifications, and technical data for new construction, alterations, and construction project repairs within assigned discipline(s) to determine compliance with the city's construction/development codes and ordinances and to monitor projects
- Monitors projects to discover any 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
- Acts as a staff liaison to an appeals board concerning Plans Examiners or Building Inspectors appeals, producing and submitting operational reports
- Assists management in supervisory duties related to technical and administrative concerns as appropriate
- Provides primary effort in budget requests preparation to upgrade materials matching references to codes and other staff budgetary concerns for equipment and supplies and maintains staff code libraries
- Actively participates in an approved professional organization
- Assists management and/or Senior Code Official(s) in performance of special projects, programs, reports, or research
- Prepares detailed reports on complex projects and issues for management
- Assists training of staff in plans review code specialties
- Performs the duties, tasks and responsibilities of at least three (3) other Examiners when necessary and cross trains in the basic duties of at least one (1) of the eight (8) plans review code 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 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) Four (4) years of experience relevant to the essential tasks listed in this job description; **and**,
(c) Preferred experience in both plans review code analysis and practical field experience.
(d) *Refer to Plans Examiner Progression Criterion Document for additional requirements; and*,
(e) Possession of a professional license as approved by the City of Tulsa (State of Oklahoma Licensed Architect; Professional Engineer; member of the Oklahoma State Bar); **or**
(f) Possession of an International Code Council (ICC) Certified Building Official certification; **and**



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- (g) Must possess a total of five (5) technical certifications in areas of code expertise, including the three (3) referenced below, as approved by management
- (h) Preferred experience in both plans review code analysis and practical field experience.
- (i) *Refer to Plans Examiner Progression Criterion Document for additional requirements.*

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 six (6), 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 seven (7), 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 three (3) technical certifications (7 or more exams, including exams required for lower Examiners) approved by management or equivalent certifications



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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