

## **CLASS TITLE: BUILDING PLANS REVIEW MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under administrative direction interprets code; manages, supervises and coordinates plan review tasks regarding issuance of building permits, zoning clearances, and certificates of occupancy; coordinates with review of utility structures and fire protection; coordinates code administration with Inspections; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Manages staff to maintain production schedules and to ensure customer service
- Formulates policies and processes for recommendation to administration
- Interprets plans, ordinances, codes, criteria and regulations
- Researches, counsels, resolves, and responds to citizen and personnel issues
- Develops and disseminates public information brochures and code compliance forms
- Coordinates code adoptions and develops local ordinances
- Coordinates BCEGS participation and other evaluation programs
- Communicates policies, procedures, goals and objectives to staff
- Assists in the development and monitoring of the budget
- 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: Graduation from an accredited college or university with a bachelor's degree in architecture, architectural engineering, or closely related field; and eight (8) years of progressively responsible supervisory experience in building design, structural systems, building industry or code development.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of architecture, particularly as applies to the building industry; and considerable knowledge of the ICC family of codes and City zoning code. Ability to interpret plans and specifications; ability to communicate effectively both verbally and in writing; ability to plan and supervise the work of professional and subprofessional personnel; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 50 pounds; may be subject to walking over rough terrain, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License; registration as a professional licensed architect or professional engineer in the State of Oklahoma, or ICC Certified Master Code Professional with approved equivalent professional training; and possession of ICC Certified Building Official certification within one (1) year of date of hire.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and requires some travel to various locations for on-site visits.

**Class Code: 1191**

**EEO Code: E-02**

**Pay Code: EX-52**

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

**Effective date: January 21, 2019**