



Career Service Authority

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Associate Plans Review Technician

GENERAL STATEMENT OF CLASS DUTIES

Performs standard/intermediate level plans review work reviewing, examining, interpreting, and approving plans and zoning and use permit applications for construction and/or remodeling projects for compliance to applicable codes, policies, and standards.

DISTINGUISHING CHARACTERISTICS

This class performs standard/intermediate level plans review work. This class is distinguished from the Plans Review Technician that performs entry level plans review work including providing customers with general code information, guidance, information, and plan submittal criteria and evaluating permit applications to determine if necessary code and plan submittal criteria have been met. The Associate Plans Review Technician is distinguished from the Senior Plans Review Technician that performs full performance level plans review work reviewing, examining, interpreting, and approving a wide range of plans and complex zoning and use permit applications for the construction and/or remodeling of residential, commercial, other buildings of similar structural complexity, and public infrastructure for compliance to applicable codes, policies, and standards.

Community Planning and Development:

A Senior Plans Review Technician is distinguished from an Associate Plans Review Technician in that a Senior Plans Review Technician performs two or more complex types of reviews such as zoning review and approval for both residential and commercial, building and zoning review of single family homes/duplexes, or building review for residential and commercial. Whereas, an Associate Plans Review Technician performs one type of review and approval such as in zoning either residential or commercial or building review of single family homes/duplexes.

Department of Public Works:

An Associate Plans Review Technician is distinguished from a Senior Plans Review Technician in that an Associate Plans Review Technician conducts intermediate reviews of plans based on adopted code requirements which entails consultation with Senior Plans Review Technicians or engineers to complete. An Associate Plans Review Technician has no authority to authorize or approve submittals which deviate from the code requirements but may in some instances recommend approval or denial of submittals to an engineer and facilitates reviews in order to affirm required inspections. Whereas, a Senior Plans Review Technician is distinguished from an Associate Plans Review Technician in that a Senior Plans Review Technician performs full, comprehensive, and exhaustive reviews based on all adopted code requirements and has the authority and discretion to make decisions on plan submittals which deviate from code requirements. Additionally, a Senior Plans Review Technician makes recommendations on plan reviews/approvals which require stamp and sign-off by professional engineer.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory responsibilities.

ESSENTIAL DUTIES

Examines construction/site plans, reports, calculations, and related documents for new construction or alteration projects submitted for approval utilizing the applicable codes and/or standards.

Examines zoning and use permit applications for conformance with the zoning code and reviews property's history for previous conformance and/or variances from the zoning or related codes.

Reviews building, construction, and/or site plan documents and project specifications submitted for approval by evaluating blueprints, architectural drawings, design plans, site plans, and project documents and specifications and performs calculations to check architectural and site plan drawings for code and/or standards compliance.

Provides assistance to the contractors, architects, engineers, builders, and the general public on proper procedures, required authorizations, and permit processes, assists in finding solutions to non-compliance issues in order to bring submitted plans into compliance with code and/or standards, and keeps interested parties advised as to the various stages of review.

Provides assistance to City engineers by performing initial reviews of transportation, wastewater, and land use project submittals. Comments are submitted to the engineer and incorporated in the engineer's comments to the customer.

Authorizes release of approved documents for permits and determines and calculates permit fees depending upon project type and scope.

Maintains a variety of permit records including submitted plans, approved/denied permits, and issued permits.

Answers a variety of questions related to code and/or standards requirements and departmental procedures.

By position, designs and issues addresses for large development projects such as subdivisions, Planned Unit Developments, and apartment, condominium, and town home complexes.

By position, provides technical assistance and trains new and less experienced employees on processes, methods, and procedures.

Perform other related duties as assigned or requested.

(Differences in the Associate and Senior level classes are explained in the Distinguishing Characteristics Section.)

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Technology Application – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

Interpretation – Skill in interpreting and applying written guidelines, precedents, and work practices to standardized work situations or specific cases.

Integrity/Honesty – Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

Conscientiousness – Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading – Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Arithmetic/Mathematical Reasoning – Performs computations such as addition, subtraction, multiplication, and division correctly, solving practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Flexibility – Adapts quickly to changes.

Speaking – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses body language appropriately.

Customer Service – Works with customers to assess needs, provide assistance, resolve problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Memory – Recalls information that has been presented previously.

Reasoning – Discovers or selects rules, principles, or relationships between facts and other information.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Problem Solving – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, evaluates and chooses the best alternative in order to make a determination, and draws conclusions or solves problems.

Physical Demands:

Sitting: remaining in the normal seated position.

Standing: remaining on one's feet in an upright position.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Reaching: extending the hand(s) and arm(s) in any direction.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Subject to the pressures of multiple calls and inquires.

Education Requirement:

Graduation from high school or the possession of a GED Certificate plus 30 semester hours of college course work in engineering, drafting, geometry, architecture, building code technology, or a directly related field.

Experience Requirement:

Two years of plans review experience of the type and at the level of Plans Review Technician.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

By position, requires a Plans Review Technician Certificate from the International Code Council (ICC) by the end of the probationary period or within six month of appointment.

CLASS DETAIL

FLSA CODE: Non Exempt

ESTABLISHED DATE: 04/01/2002

REVISED DATE: 03/16/2007

REVISED BY: Patricia Anderson

CLASS HISTORY Formerly Building Permit Investigator.
1/1/2007 – Class Study was conducted. Class was revised and updated.