



## Career Service Authority

# Plans Review Engineer

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### GENERAL STATEMENT OF CLASS DUTIES

Reviews and evaluates blueprints, architectural drawings, design plans, project documents, and specifications and assists design professionals to ensure compliance to the applicable codes and engineering standards.

### DISTINGUISHING CHARACTERISTICS

This class reviews and evaluates blueprints, architectural drawings, design plans, and/or project/development documents and specifications submitted for regulatory approval. This class is distinguished from an Engineer/Architect Supervisor class that performs professional and supervisory work over professional, licensed engineers and architects, develops, implements, and evaluates engineering plans, work processes, systems, and procedures to achieve annual goals and objectives, and makes budgetary and resource allocation decisions.

The Plans Review Engineer is also distinguished from the Senior Engineer that performs full performance professional engineering work on a variety of complex engineering assignments with emphasis placed upon the application of engineering mathematics, principles, and practices in all phases of major engineering projects/assignments. Additionally, the Plans Review Engineer is distinguished from an Engineer that performs intermediate level professional engineering work on a variety of engineering assignments with emphasis placed upon the application of engineering mathematics, principles, and practices on all phase of routine/moderately difficult engineering projects/assignments.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

***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 duties.

**ESSENTIAL DUTIES**

Reviews and evaluates blueprints, architectural drawings, design plans, and/or project/development documents submitted for approval utilizing applicable codes/standards/guidelines/laws, appropriate municipal ordinances, and construction and engineering standards, determines review fees, and authorizes the release of approved documents for city permits.

Checks engineering calculations and reviews one or more of the following specialized areas: civil/site engineering, architectural, structural, electrical, plumbing, fire protection, and/or mechanical designs and provides timely oral and/or written communication detailing design and/or construction deficiencies in plans and specifications.

Interacts with the public, professional design consultants, project managers, contractors, and elected officials to communicate permit application procedures and regulatory and code requirements and interpretations, and negotiates for special considerations on unique and/or historical projects.

Directs and participates in design coordination meetings regarding private development projects and city, state, and regional capital improvement projects in order to lead the development process, ensure timely approval and completion of projects, and resolve any problem areas.

Assists inspectors with difficult or unusual code compliance issues and answers questions from inspectors about plan review comments.

Cultivates, fosters, and maintains positive working relationships with managers, supervisors, employees, and other stakeholders to gain their cooperation and support on assigned projects/assignments.

Participates in recommending and establishing policies, procedures, standards, guidelines, and specifications and evaluates the effectiveness of existing methods, policies, procedures, and proposed local and national model code modifications and issues.

Performs other related duties as assigned.

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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, Knowledge, & Skills:***

**Engineering** – Knowledge of the concepts, principles, theories, and methods required to plan, design, construct, operate, and maintain building.

**Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

**Decision Making** - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

**Reasoning** - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

**Vision** – Understands where the organization is headed and how to make a contribution, takes a long-term view, and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.

**Influencing/Negotiating** – Persuades others to accept recommendations, cooperate, or change their behavior, works with others toward an agreement, and negotiates to find mutually acceptable solutions.

**Planning and Evaluating** – Organizes work, sets priorities, and determines resource requirements, determines short- or long-term goals and strategies to achieve them, coordinates with other organizations or parts of the organization to accomplish goals, and monitors progress and evaluates outcomes.

**Interpersonal Relationship and Service Orientation** – Demonstrated competency in working with a wide range of government departments with diverse business needs, interests, expectations, and requirements.

**Oral Communication** - Clearly communicates and explains organizational and program policies and work assignments to staff and communicates information about the program area's activities to peers, higher-level managers, administrative staff of other organizations, and internal and external customers.

**Written Communication** - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner appropriate for context, time, and place. Written materials are of a routine nature and affect the immediate program area(s).

**Interpersonal Skills** - Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, staff from other organizations, internal and external customers, and local stakeholder groups to accomplish a program's mission. Adapts approach to different people and situations.

**Conflict Management** – Manages and resolves conflicts, grievance, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

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

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

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Sitting: remaining in the normal seated position.

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

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

Balancing: maintaining body equilibrium to prevent falling over.

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

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering an object 25-50 pounds.

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:***

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

### ***Education Requirement:***

Bachelor's Degree with the major course work in engineering as required by the specific opening.

### ***Experience Requirement:***

Three years of professional engineering work experience after obtaining a Professional Engineering (PE) license. (Some positions may require experience in a specific engineering area.)

***Licensure and/or Certification:***

Registration as a Professional Engineer (P.E.) by the Colorado State Board of Registration for Professional Engineers at the time of application. Registration as a Professional Engineer by another state will be accepted in lieu of the requirement, provided the applicant is registered by the State of Colorado by the completion of the probationary period.

Possession of a valid driver's license at the time of application.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 05/09/2010

***REVISED BY:*** Patricia Anderson

***CLASS HISTORY*** 5/2010 - This class was revised and updated.