



Career Service Authority

Plans Review Technician

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GENERAL STATEMENT OF CLASS DUTIES

Performs entry level plans review work including providing customers with general code information, guidance, and plan submittal criteria and evaluating permit applications to determine if necessary code and plan submittal criteria have been met.

DISTINGUISHING CHARACTERISTICS

This class performs entry level plans review work. This class is distinguished from an Associate Plans Review Technician that performs standard/intermediate level plans review work reviewing, examining, interpreting, and approving plans for construction and/or remodeling projects for compliance to applicable codes, policies, and standards. The Plans Review Technician is distinguished from a 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. The Plans Review Technician is distinguished from a Permit Supervisor that performs supervisory work over employees engaged in providing customers with general code information, guidance, and plan submittal criteria and evaluating permit applications to determine if necessary code and plan submittal criteria have been met.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve a pattern of sequential motions such as push, pull, lift, carry, or place which may include making gross discriminations as to size, color, or readily observable conditions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

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

Level of Supervision Exercised:

No supervisory responsibilities.

ESSENTIAL DUTIES

Provides contractors, architects, engineers, builders, and the general public with general code information, guidance, and information on submittal requirements that comply with applicable codes, standards, and related city regulations.

Reviews construction documents, project specifications, and plans for completeness and general code compliance and determines if additional documents are required. Logs in plans, establishes review time schedules, or issues permits under specific criteria.

Explains permit application procedures and regulatory and code requirements to the public.

Monitors the review process and keeps interested parties advised as to the various stages of review.

Authorizes release of approved documents for permits, calculates fees, and issues permits.

Ensures files are complete and maintains records, plans, and the log room filing system.

Performs other related duties as assigned or requested.

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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:

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, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed,

relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Oral Communication – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

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.

Memory – Recalls information that has been presented previously.

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

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

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

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

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.

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 possession of a GED Certificate.

Experience Requirement:

Two years of experience interpreting and applying policies, procedures, statutes, rules, and/or regulations to the public.

Education/Experience Equivalency:

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

CLASS DETAIL

FLSA CODE: Non -Exempt

ESTABLISHED DATE: 10/16/1998

REVISED DATE: 03/16/2007

REVISED BY: Patricia Anderson

CLASS HISTORY Class revised 03/01/2002 as part of the Progressive Class Series in plans review.
10/1/2006 – Class Study was conducted. Class was revised and updated.