



# Career Service Authority

## Senior Plans Review Technician

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### GENERAL STATEMENT OF CLASS DUTIES

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.

### DISTINGUISHING CHARACTERISTICS

This class performs full performance level plans review work. This class is distinguished from a Plans Review Technician that 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. The Senior Plans Review Technician is distinguished from the Associate Plans Review Technician that 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. The Senior Plans Review Technician is distinguished from the Plans Review Supervisor that performs supervisory work over employees engaged in plans review work reviewing and approving a wide range of plans and complex zoning and use permit applications for the construction and/or remodeling of various structures 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 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 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:***

By position, performs lead work.

**ESSENTIAL DUTIES**

Examines a wide variety of construction/site plans, reports, calculations, and related documents for new construction or alternation projects for commercial, residential, and/or industrial buildings and public infrastructure.

Interprets the zoning code when reviewing requests for zoning or use permits, 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 utilizing multi-disciplinary codes to evaluate 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.

Advises contractors, architects, engineers, builders, and the general public on areas of non-compliance, assists in finding solutions to non-compliance issues that meet code intent and requirements, and authorizes release of approved construction documents for building and/or other applicable permits.

Provides assistance to city engineers by performing full reviews of specific transportation, wastewater, and land use project submittals and provides comments and recommendations to customers.

Interprets and explains a wide range of code requirements, permit application procedures, policies, and standards to the public, professional design consultants, project managers, contractors, city managers, and elected officials.

Evaluates the effectiveness of existing codes, standards, regulations, methods, and/or procedures and makes recommendations for modifications or implementation of new regulations, methods, and procedures.

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

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

By position, ensures that public phone and counter are manned during posted hours of operation, maintains the work unit's calendar, and reviews the work of co-workers for accuracy and/or approval.

By position, performs complex "walk through" plan review for immediate issuance of permits, reviews projects filed with the department requiring variances to the written code, provides information for customers, project architects, and contractors, and may be required to respond to design team members, contractors, or other affected parties at the time of the "walk through" review.

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 independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented or problematic situations.

**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.

**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.

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

**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.

**Self-Management** – Sets well defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

**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.

**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.

**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.

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

***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

***Working Environment:***

Subject to the pressures of multiple calls and inquires.

***Education Requirement:***

Associate Degree 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 Associate 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 the possession of a Plans Review 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***

Created to replace Plans Review Associate. Revised class specification 12/1/2003, to clarify that by position, requires the possession of a Plans Review Certificate from the International Conference of Building Officials (ICBO) and/or the Building Officials Council of America (BOCA) by the end of the probationary period or within six month of appointment.  
1/1/2007 – Revised and update class specification. Community Planning and Development and the Department of Public Works have restructured work functions so this class has been broadened (new concepts are described in the Distinguishing Characteristics Section). Additionally, the Zoning Specialist class has been consolidated into this class.