



POSITION DESCRIPTION

TITLE:	Plans Examiner Supervisor	LAST UPDATED:	January 13, 2016
DEPARTMENT:	Development Services	JOB CLASS:	46
REPORTS TO:	Chief Building Official	FLSA DESIGNATION:	Exempt

Summary: Under general supervision of the Chief Building Official, assists architects, engineers, contractors and the general public with submittal, review, approval and filing of building permits. Provides technical assistance and discusses possible solutions to remedy regulatory discrepancies. Supervises and assigns work and special projects to plans review staff, customer service representatives, and building permit technicians..

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Tracks and manages assigned project plan reviews with Planning and Zoning, Civil Engineering, Fire and Health Departments.
- Prioritizes and assigns tasks to plans review staff, customer service representatives, and building permit technicians. .
- Supervises, disciplines and performs performance evaluations for plans review staff, customer service representatives, and building permit technicians .
- Coordinates employee training, employee development plans, and personnel performance evaluations.
- Recommends and assists in the setting and implementation of divisional goals and objectives.
- Participates in developing the annual budget as pertains to plans review, customer service and building permit assignments in Development Services..
- Reviews changes in state and federal requirements and regulations and provides recommendations for local amendments to ordinances pertaining to responsibilities of the division.
- Identifies conflicts in building plans with building codes and other life safety regulations.
- Reviews plans and specifications, gathers all preliminary points of discussion, initiates record files and sets meetings as necessary.
- Conducts meetings with building plan applicant's professional representatives to discuss code discrepancies and agreeable solutions.
- Suggests acceptable solutions to assist in resolving difficult technical design layout problems to expedite process of obtaining a permit.
- Analyzes follow-up plan revisions and submits comments with written correspondence.
- Holds initial plan appeal meetings or elevates applicant appeals to upper management for special concessions, compromises, clarifications, or requests for consideration of alternative counter-proposals.
- Collects and copies updated plans including copying all red-marked comments on final set of permit drawings, files final plans into computer database and releases building permit.
- Assists in training Plans Examiners, Code Enforcement Officers, and Building Inspectors.
- Assists Chief Building Inspectors with model code review and recommendation of local amendments.



Other Important Duties:

- Provides technical consultation and code interpretations to plan reviewers, building inspectors, code enforcement officials, designers, engineers, architects and the public.
- Travels to attend meeting, conferences and training.
- Represents the City in regional, state and national code organizations.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of architectural design and construction practices and principles.
- Knowledge of codes, ordinances, rules and regulations related to commercial and residential building construction practices.
- Knowledge of a variety of construction materials, specifications, standards and alternative methods.
- Knowledge of permit processing and records retention policies.
- Knowledge of City policies and procedures.
- Proficiency in the use of computers and related equipment, hardware and software.
- Skill in effective oral and written communications.
- Skill in mediating, negotiating and resolving discrepancies.
- Skill in planning and implementing plan review processes and procedures.
- Skill in effectively supervising, delegating, training and providing guidance to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Bachelors Degree in Architecture, or related field, **and** two (2) years construction design, architecture or advanced building plans examination experience and two (2) years of supervisory experience; **or** equivalent combination of education and experience.
- .Must obtain International Code Council Plans Examiner certification within six months.
- Must pass a pre-employment drug screen, criminal background and MVR check. Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of standing or sitting while reviewing and analyzing construction project plans.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment and department vehicles.

Approved By:

Steve Covington signed on 050213

 Steve Covington, Chief Building Official

05/02/2013

 Date



 Shannon Allyn, HR Generalist

05/02/2013

 Date