

DATE	May 2012
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Plan Review Supervisor

DEPARTMENT/DIVISION: Development Services/Building Inspection

REPORTS TO: Building Official

SUMMARY:

Responsible for supervising and performing professional work in the review of plans and specifications for residential, commercial, and industrial projects and public improvements for compliance with health and life safety requirements. Work is performed with general direction and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Supervises Plans Examiners and Engineers to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; monitoring the quality and efficiency of operational activities; facilitating communication between stakeholders and staff; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Researches and reviews complete commercial and residential building plans for proposed projects to ensure compliance with applicable codes, ordinances and zoning requirements.
- Supervises plan review work to monitor the daily activities of designers and ensure that the quality of the plans meet the City's adopted codes, design standards and specifications.
- Supervises and participates in the maintenance of a variety of records related to permitting, including as-builts, drawings, files, forms, and/or other related records.
- Serve as primary point of contact for applicable stakeholders, which includes: organizing
 and coordinating the site development process; scheduling and leading pre-application, prepermit, pre-construction and development review committee meetings.
- Amends, interprets and implements City ordinances and policies to improve and provide a reasonable degree of safety in response to changing market demands in development.
- Creates, updates, and maintains numerous reference materials, manuals, and brochures, including departmental forms, checklists, plats, Board packets, reports, and/or other applicable files. Provides Board support and assistance to the Property Standards Board, Board of Adjustments, the Planning and Zoning Commission, and/or other applicable groups.
- Provides training on a variety of topics, which may include: project management practices, building and development codes, plan review, and/or other related topics.
- Collaborates with other City departments regarding projects and areas of overlap.
- Seeks solutions to design and construction code discrepancies.
- Receives and responds to concerns and/or complaints from contractors, engineers, departments, business owners, homeowners, citizens, and/or other interested parties.
- Performs project audits, which includes: documenting, compiling, and analyzing project information on a monthly or annual basis and performing other related activities.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

• Supervisory responsibility over Plans Examiners and Engineers.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of construction principles and practices;
- Knowledge of building inspection techniques;
- Knowledge of construction and building maintenance principles;
- Knowledge of construction methods, materials and testing procedures;
- Skilled in prioritizing and assigning work to lower level staff;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in interpreting, applying, and explaining applicable laws, codes, ordinances, specifications, standards, rules, regulations, policies, and procedures;
- Skilled in reading and interpreting blueprints, schematics, and/or other related construction documents:
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in providing customer service;
- Skilled in reading and comprehending highly technical or specialized materials;
- Skilled in operating a computer and related software applications;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in performing mathematical calculations;
- Skilled in maintaining records;
- Skilled in preparing clear and concise reports;
- Skilled in maintaining sensitive and confidential information;
- Skilled in communicating effectively with a variety of individuals both verbally and in writing.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in architecture, engineering, construction management, business or related field; or
 - Four years of performing plan review or inspections as a code official;
- Certification as a Plans Examiner through I.C.C; or Licensure as a Professional Engineer or E.I.T.

PREFERENCES:

• Bachelor's degree in architecture, engineering or related field

WORKING CONDITIONS:

- Frequent reaching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.