



City of Tempe

PLAN REVIEW MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	424	<i>Department:</i>	Community Development
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Plan Review Manager
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general direction from the Deputy Community Development Director – Building Safety / Engineering & Permits or from other supervisory or management staff.

Exercises direct supervision over professional and technical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of experience in building design and construction, including two years of supervisory responsibility. Experience in code administration and enforcement is preferred.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in civil, structural, mechanical or electrical engineering, architecture or degree directly related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Possession of an International Code Council (ICC) Certification as a Building Plans Examiner (B3); ● Possession of, or required to obtain within (6) months of promotion or hire, an ICC Certification as a Certified Building Official.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To plan, organize and supervise plan review operations within the Building Safety Division; and to perform a variety of highly skilled technical tasks relative to assigned area of responsibility.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Organize, manage, and evaluate the activities and staff of the Project Assistance Team and Plan Check staff; select, train, motivate and evaluate personnel; monitor employee performance objectives; and work with employees to correct deficiencies;
- Monitors overall implementation of the City's master plan; establish schedules and methods for plan reviews and permit issuance; implement policies and procedures as directed by the Deputy Community Development Director – Building Safety.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for proposed expenditures; monitor and control expenditures.
- Administers plan revision process and review building plans to determine code compliance.
- Recommend changes in codes to resolve design and interpretation issues and to accommodate new materials and new design concepts;
- Work with architects, engineers, contractors and owners on proposed projects to resolve problems prior to submittal. Conduct preliminary plan reviews of projects before they are formally submitted.
- Perform field inspections as necessary to determine code compliance and proper installation of the more complicated structures or systems.
- Attend Public meetings and initial project meetings to inform applicants of Tempe's building code requirements, policies, and procedures; prepares and presents written and oral reports regularly to City Council bodies;
- Answer questions and advise the public by telephone or at the counter concerning codes and plan check reports; provides technical support and recommendations on neighborhood planning assignments including data gathering and community participation projects;
- Performs research and recommends general plan amendments and revisions; administers general plan work and projects;
- Performs, as needed, technical planning functions including research, review, analysis, presentation, and coordination of rezone, annexation, development, use permit, variance, and related applications;
- Maintains geographic and demographic information and databases; prepares annual analysis of development activity in the City;
- Participate in the implementation and enforcement of the International Green Construction Code (IGCC); assign work activities, projects and programs related to the IGCC; supervise Green Building Program Specialists and coordinate their office and field inspection activities;
- Serve as lead staff member for Accela software as it relates to functions within Building Safety. Recommend changes, upgrades, interface and test new software programs, and information migration.
- Perform related duties as assigned.

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i></p> <p><i>Revised April 2006 (change title, revise responsibilities, revise certification req to include CBO and ICC).</i></p> <p><i>Revised Nov 2010 (Removed optional driver's license statement)</i></p> <p><i>Revised Dec 2010 (Title change)</i></p> <p><i>Revised March 2019 (Clarify reporting relationships, update min quals to include years of exp & certification requirements)</i></p> <p><i>Revised July 2019 (License/Certifications required)</i></p> <p><i>Revised September 2022 (update min qualifications – license/certs and job duties)</i></p> <p><i>Revised January 2023 (update license/certification and job duties)</i></p>