



City of Tempe

PLAN REVIEWER II+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	361	<i>Department:</i>	Community Development
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Plan Reviewer II+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

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

DISTINGUISHING CHARACTERISTICS

This is the journey-level professional class in the Plan Reviewer series. This class is distinguished from the Plan Reviewer I+ by the performance of the full range plan review duties. The full range of duties includes both residential and commercial projects and the complete building envelope scope of work. This level also requires at least one additional certification in a building inspection or plan review discipline.

REPORTING RELATIONSHIPS

Receives general direction from the Plan Review Manager or from other supervisory or management staff.

May exercise functional and technical guidance over a Plan Reviewer I+.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of building construction or design experience with commercial, industrial, multi-family and residential projects, including experience in general building code review including structural components, mechanical, electrical and plumbing systems; including two (2) years of experience working as a plan reviewer in a government or government contract agency, one (1) of the two (2) years shall be experience reviewing both residential and commercial projects and the complete building envelope scope of work.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in civil, structural, mechanical, electrical engineering or degree related to the core functions of this position or equivalent related job experience.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver's license.

	<ul style="list-style-type: none"> ● Possession of an International Code Council (ICC) Building Plans Examiner and one (1) additional commercial certification as listed below or equivalent certifications: Electrical Plans Examiner, Plumbing Plans Examiner, Mechanical Plans Examiner, Combination Plans Examiner, Commercial Building Inspector, Commercial Electrical Inspector, Commercial Plumbing Inspector, Commercial Mechanical Inspector, Commercial Combination Inspector, Certified Building Official, Master Code Official, Reinforced Concrete Special Inspector or Structural Masonry Special Inspector. <p>Registration as a professional engineer (PE) or architect in the state of Arizona may substitute as an additional certification.</p>
--	---

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 perform professional plans and engineering examination work to ensure compliance with building, mechanical, electrical and plumbing codes, and zoning ordinance.

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.

- Examine plans and specifications for pre-determined types of projects at Permit Center front counter to allow over-the counter permit issuance.
- Examine plans and specifications for residential, commercial, industrial and multi-family projects to determine compliance with the provisions of the City’s building, mechanical, electrical, plumbing codes, fire protection requirements, accessibility requirements, and zoning ordinance.
- Identify defects or inadequacies; prepare plan check correction reports and require that plan corrections be made to meet the requirements of applicable City codes.
- Approve plans that comply; approve permits for construction.
- Analyze engineering design and calculations.
- Evaluate test reports and calculations such as truss reports, hydraulic calculations, electrical load calculations, soil analysis reports, etc.
- Confer with architects, engineers, contractors and owners on proposed projects to resolve problems; provide technical information and recommendations during review of requests to use alternate materials or modifications to code provisions.
- Make field inspections to determine engineering integrity or proper installation of unusual design, materials or equipment.

- Identify defects or inadequacies found; require that deficiencies be corrected to meet requirements of applicable codes.
- Respond to questions and advise architects, engineers, building owners, and the public regarding all codes and zoning ordinances; may advise building inspectors of unusual design, construction or installation problems.
- Classify and log new projects for plan review; create plan review, project and site data files on automated permit system; enter permit data into the system; revise data as project status and details change.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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

For more information about the City of Tempe’s competencies for all classifications:
[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988
Reviewed August 1993
Revised September 2006
Revised February 2007 (flex class)
Revised November 2010 (Removed optional driver’s license statement)
Revised December 2015 (Update distinguishing characteristics, job duties, and min qualifications)
Revised January 2019 (Update job title, distinguished characteristics, reporting relationship & min qualifications)
Revised December 2022 (Update job title)