



City of Tempe

SENIOR PLAN REVIEWER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	575	<i>Department:</i>	Community Development
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Plan Reviewer II+
<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 Plan Review Manager or from other supervisory or management staff.

Exercises direct supervision over Plan Reviewer I/II+ or other technical staff as assigned.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of experience working as a plan reviewer in a government or government contract agency including at least one (1) year reviewing both complex residential multi-family projects and commercial projects, including high-rise buildings. One (1) year 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. Lead or supervisory responsibility and 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, 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. ● Possession of an international Code Council (ICC) certifications as a Building Plans Examiner, or Certified Building Official or Master Code Official; and two (2) additional certifications as listed below, or equivalent certifications as determined by the department: <p>Electrical Plans Examiner, Plumbing Plans Examiner, Mechanical Plans Examiner, Combination Plans Examiner, Commercial Building Inspector, Commercial Combination Inspector, Certified Building Official, Master Code</p>

	<p>Official, Reinforced Concrete Special Inspector or Structural Masonry Special Inspector.</p> <ul style="list-style-type: none"> ● Registration as a professional engineer (PE) or architect in the state of Arizona may substitute as an additional certification.
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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 administrative completeness prior to accepting them for plan review processing.
- 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. Conduct preliminary plan reviews of projects before they are formally submitted.
- 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 prior to submittal; 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.
- 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.

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for plan reviews and permit issuance; implement policies and procedures as directed by the Plan Review Manager.
- Plan, prioritize, assign, supervise and review the work of staff involved in plan review and permit issuance.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in the selection of staff; provide and coordinate staff training; work with employees to correct deficiencies, implement performance management procedures.
- Recommend changes in codes to resolve design and interpretation issues and to accommodate new materials and new design concepts; interpret provisions of the construction and zoning codes for architects, engineers, contractors, inspectors and building owners.
- Answer questions and advise the public by telephone or at the counter concerning codes and plan check reports; advise building inspectors of unusual design, construction or installation problems.
- Attend board meetings and initial project meetings to inform applicants of Tempe’s building code requirements, policies, and procedures; serve as a skilled technical advisor.
- Participate in pro-active performance planning of staff utilizing performance management tools.
- Participate in preparing regularly scheduled reports for section.
- May be assigned responsibility for the Plan Review Section during the absence of the Plan Review Manager.
- Perform other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operates city vehicles;
- Traverse uneven surfaces (to conduct field inspections);
- Climbs stairways, ladders, and work on elevated structures;
- Work in stationary position for long periods of times
- Operates computes, calculators, and other office machines;
- Extensive reading and close vision work;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- May require working extended hours.

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
<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 March 2019</i> <i>Revised January 2023 (update job title)</i></p>