



City of Tempe

PLAN REVIEWER III

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	606	<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.

REPORTING RELATIONSHIPS

Receives general direction from the Plan Review Manager, Senior Plan Check Engineer or from other supervisory or management staff.

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

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) 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 three (3) years of experience working as a plan reviewer in a government or government contract agency, one (1) of the three (3) years shall be experience reviewing both complex residential multi-family projects and commercial projects, including high-rise buildings.
<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 five (5) International Code Council (ICC) certifications: Building Plans Examiner, Electrical Plans Examiner, Plumbing Plans Examiner, Mechanical Plans Examiner and Residential Plans Examiner; Or ● Possession of a current International Code Council (ICC) Certified Building Official (CBO), or Master Code Professional (MCP); Or ● Registered as a Professional Engineer (PE) or Licensed Architect in the state of Arizona and only two (2) International Code Council (ICC) certifications: Residential Plans Examiner and Commercial Plans Examiner Certifications are required.

- Other combinations of experience, education and certification may be considered by the Building Official depending on the needs of the department.

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 other 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 May 2022</i> <i>Revised December 2022 (Update job title)</i> <i>Revised May 2023 (update min qualifications – license/certifications)</i></p>