

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Plan Review Specialist</u>
Sch.& Grade	<u>PAT-10</u>
Class Code	<u>CB02</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Code Enforcement& Inspection</u>

PRIMARY PURPOSE:

Reviews construction plans submitted to the department for compliance with applicable codes, regulations and ordinances. Coordinates the permit application process as assigned including reviewing permit applications and actual permits to determine whether they are complete and accurate.

SUPERVISION:

Under general supervision.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Reviews construction plans submitted for building permits by architects and engineers for compliance with all applicable codes, regulations and ordinances such as plumbing, mechanical, electrical, structural, zoning and planned development.
2. Performs periodic field inspections of projects both prior to and during construction to determine compliance with approved plans and regulations at the request of inspectors.
3. Mediates and resolves disputes between inspectors and contractors at construction sites.
4. Meets with architects, engineers and others regarding proposed construction projects.
5. Coordinates the permit process as assigned including the front counter activities as well as reviewing permit applications and actual permits for accuracy.
6. Answers telephone and in-person inquiries from the public regarding building codes, zoning ordinances and various related regulations and ordinances.
7. Prepares and maintains required records and written reports.
8. Reads, interprets, and understands construction blueprints and specifications, the city codes and ordinances regarding building codes, permit issuance, and permit fees.
9. Drives to a variety of project sites as required.

IMPORTANT FUNCTIONS:

1. Investigates complaints regarding permit issuance and plan review.
2. Operates computer software for appropriate applications.
3. Verifies the correct address of projects with the supervisor of inspectors.
4. Performs office administration duties such as copying, filing, operating fax machines, etc. on an as needed basis.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

The principals of building design and construction including plumbing, heating, mechanical, electrical and structural; International Building, Plumbing, Mechanical, Fuel Gas, and Residential Codes, the National Electric Code (2002 or latest edition) as well as other applicable codes, regulations and ordinances; basic math as it relates to plan review.

Abilities

Read, interpret, and understand construction blueprints and specifications as well as a variety of codes, city ordinances, and permit procedures; accurately review plans and inspect construction sites for compliance with the same; coordinate office procedures in an effective and efficient manner; calculate mechanical loads; prepare and maintain required records and reports; follow oral and written instructions; communicate effectively both verbally and in writing; effectively welcome and embrace differences among employees and citizens; deal effectively and courteously with associates and the general public; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in architecture, engineering, or a related discipline plus at least three years professional work experience as either a certified plans, plumbing, or mechanical examiner, certified building inspector or certified building official by one of the model codes, or in building design and drafting. Experience as either a certified plans, plumbing, electrical or mechanical examiner, certified building inspector or certified building official by one of the model codes may be substituted for the education requirement on a year-for-year basis.

Physical Requirements

Performs bending and reaching from ground level to overhead; pushes, pulls, lifts, and carries up to 25 pounds; must be able to hold and grip objects.

Working Environment

Primarily indoors with heating and cooling regulated; may be exposed to extreme weather conditions when making field inspections.

Licensing/Certification

Must be able to obtain certification through International Code Council as a building plans examiner within probationary period; must possess a valid Missouri Motor Vehicle Operator’s License.

Miscellaneous Requirements

None required.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 3565
Comments:	Updated Abilities	Date: October 15, 1984

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____