

City of Fort Worth, Texas Job Description

Classification Title	Plans Examiner Supervisor		
Job Code:	PR2041	Job Family:	Professional
Pay Grade	611	Date Reviewed:	07/15/15
FLSA Status	Exempt	Date Revised:	10/07/23

GENERAL SUMMARY

Supervises, assigns, reviews and participates in the work of employees responsible for performing plans examination and review in the Planning and Development Department. Ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Establishes schedules and methods for providing plans examination, review, approval and processing services; identifies resource needs; reviews needs with appropriate management staff; and allocates resources accordingly.
3. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of the plans examination, review and approval program, delivery methods and procedures; and works with employees on the continuous improvement of the plans examination, review and approval program.
4. Recommends and assists in the implementation of goals and objectives; and implements approved policies and procedures.
5. Performs the more technical and complex tasks of the work unit, including interpreting codes and regulations for plans review staff and resolving conflict on review or approval issues.
6. Serves as liaison for Code Compliance Inspection staff. Interprets and implements Zoning Ordinance for existing cases, as needed; and acts as direct point of contact for zoning plan review team for addressing citizen concerns.
7. Develops and implements computer systems to enhance program services, including plans examination and application tracking processes.

8. Provides assistance to plans examiners on technical and procedural issues; and provides information on code interpretation, as required.
9. Provides assistance and advice to contractors, engineers, and architects as to appropriate professional acceptable standards; and interprets codes and regulations to assist them in producing drawings of conformity and reliability.
10. Provides assistance to the general public on plans review and permit approval policies and procedures.
11. Attends conferences and construction meetings on current or proposed construction projects.
12. Participates in the preparation and administration of the plans review program budget; submits budget recommendations; and monitors expenditures.
13. Prepares analytical and statistical reports on operations and activities.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Operations, services and activities of a plans examination, review and approval program.
- Policies and procedures, methods and techniques of performing plans review activities in applicable areas including zoning, building, electrical, plumbing and mechanical.
- Methods, materials and techniques used in construction of buildings and related structures.
- Principles of supervision, training and performance evaluation.
- Modern and complex principles and practices of zoning or building and general construction, as applicable.
- Advanced mathematical formulae including algebra and geometry.
- Acceptable safety standards.
- Engineering concepts and theories.
- Principles of business letter writing and basic report preparation.
- Principles and procedures of record keeping.
- Intent of City of Fort Worth Zoning Ordinance.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent Federal, State and local laws, codes and regulations.

- **Skill in:**

- Research and documentation.
- Organization and time management.
- Customer service.
- Interpersonal relations.

- Computers and applicable software.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, organize and review the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Perform plans examination and review in applicable areas including zoning, building, electrical, plumbing and mechanical.
 - Read and interpret electrical, structural, plumbing and mechanical building plans, codes and specifications, etc.
 - Read, calculate, understand and review development plan submittals for code compliance.
 - Interpret and explain codes, zoning ordinances, engineering terms, basic engineering concepts and theories to the general and building contractors, engineers, architects and the general public.
 - Verify calculations to ensure specifications and drawings are in compliance with applicable codes and safety standards.
 - Operate office equipment including computers and supporting word processing and spreadsheet applications.
 - Interpret and explain City policies and procedures.
 - Prepare clear and concise reports.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in engineering, architecture or a related field and four years of plans review and examination experience, including one year of administrative or lead supervisory responsibility.

OTHER REQUIREMENTS

Possession of, or ability to obtain, a certificate from a national model code organization showing satisfactory competence in code knowledge in assigned examination area of the disciplines covered by this classification.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.