

City of Fort Worth, Texas Job Description

Classification Title	Senior Plans Examiner		
Job Code:	TC5520	Job Family:	Technical/Para-Professional
Pay Grade	510	Date Reviewed:	07/11/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs complex technical duties in reviewing, approving, and processing building applications in assigned area, including building, zoning, electrical, plumbing and mechanical. Reviews buildings for site, floor, elevation, landscaping, structural plans and specifications for conformance to building codes and laws. Reviews site plans for setbacks, height, parking, landscaping, and urban forestry for conformance to the Zoning Ordinance. Provides technical guidance and expertise to Plans Examiners.

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. Performs plan review of larger, more complex projects by reviewing plans for conformance to building, mechanical, electrical, plumbing, energy, fire, fuel gas, existing building, and accessibility codes and regulations.
2. Reviews site plans for conformance to regulations of the Zoning Ordinance, including setbacks, landscaping, parking, height, and other specific site or building layouts as required. Interprets regulations for more complex plans.
3. Reviews site plan for conformance to regulations of the Urban Forestry found within the Zoning Ordinance, including calculations for existing canopy to be retained and required plantings to gain the overall canopy coverage requirements. Interprets regulations for more complex plans including multi site and multi phase development. Uses knowledge of tree species to provide guidance and make determinations on the selections for plantings.
4. Processes revisions that address requested information or changes in scope of work to insure compliance codes and regulations.
5. Interprets regulations, laws and ordinances for purposes of plans examination.
6. Assumes review responsibility for larger and/or complex plans for conformity with the building and zoning codes and other applicable rules and regulations that may involve unusual difficulty due to project size or expedited completion.
7. Acts as point of contact for all permits reviewed to ensure other departments approve the permit or communicate with the applicant.

8. Provides assistance with drawings, applications, calculations and codes to building contractors, architects, engineers and the general public.
9. Reviews specifications and calculations. Advises applicant on methods of compliance. Makes adjustments as necessary.
10. Enters all plans examination and application data into computer system. Updates and retrieves data to determine status of application and issues permits.
11. Maintains a weekly work log for all work performed and calls received to ensure department goals are met.
12. Performs basic engineering computations to determine code compliance.
13. Authorizes approval or rejection of building permit applications based on examination and review.
14. Maintains appropriate records and responds to inquiries directed to the department.
15. Assists in writing new ordinances pertaining to building codes and laws.
16. Informs contractors, engineers, and architects as to appropriate professional acceptable standards; provides assistance in producing drawings of conformity and reliability.
17. Performs other related duties as required.
18. 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:**

- Policies and procedures, methods and techniques of performing plans review activities in all areas including zoning, building, electrical, plumbing and mechanical.
- Basic principles and practices of supervision.
- Methods, materials and techniques used in construction of buildings and related structures.
- General construction principles and practices in assigned area of examination including building, electrical, plumbing and/or mechanical.
- Basic and advanced mathematical formulae including algebra and geometry.
- Acceptable safety standards.
- Department interactions related to various project types.
- Basic engineering concepts and theories.
- Structure, requirements, and application of zoning especially on more complex sites.
- Urban Forestry requirements within the Zoning Ordinance and general understanding of tree species and soil types and their compatibility to individual sites and construction methods.
- Geographic Information Systems (GIS).
- Principles of business letter writing and basic report preparation.

- Principles and procedures of record keeping.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent federal, state, and local laws, codes and regulations.
- **Skill in:**
 - Planning and prioritizing.
 - Observation and decision-making.
 - Organization and time management.
 - Attention to detail.
 - Documentation.
 - Coordinating with other departments.
- **Ability to:**
 - Communicate code requirements clearly and simply.
 - Manage multiple projects simultaneously.
 - Operate a computer and work with Windows operating system.
 - Read construction drawings.
 - Perform plan examinations and review activities in assigned area including building, electrical, plumbing and/or mechanical.
 - Understand and apply zoning ordinance requirements to specific projects and site-plans, including Urban Forestry as applicable.
 - Read and interpret plans and specifications in assigned area, including through an electronic permit review system.
 - Interpret and explain codes, zoning ordinances, engineering terms, basic engineering concepts and theories to building contractors, engineers, architects and the general public.
 - Verify calculations to ensure specifications and drawings are in compliance with applicable codes and safety standards.
 - Maintain files and records for permit applications and plans examination purposes.
 - Operate office equipment including computers and supporting word processing and spreadsheet applications.
 - Understand and follow oral and written instructions.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

Associate's Degree and four years of city building inspection, plans examination, construction field, landscape architecture, forestry experience or related field and must obtain an ICC certification in at least three plans examining areas including Building Plans Examiner certification (for Building Plans Examiner).

OTHER REQUIREMENTS

When assigned to Building Plan review:

Possession of, or ability to obtain, an appropriate International Code Council (ICC) Certification Building Plans Inspector within six months of hire.

When assigned to Urban Forestry Review:

Possession of, or ability to obtain, an appropriate certification as an International Society of Arboriculture (ISA) Certified Arborist within six months of hire.

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, repetitive motions, climbing, balancing, pushing, pulling and lifting.

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. May also include lifting and carrying large plan rolls/sets.