



## CLASS TITLE | PLANS EXAMINER III - INFRASTRUCTURE PLANS REVIEW

PAY GRADE: AT-36 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 2635

Effective Date : 06/08/2022

**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW\*\***

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs advanced-level technical and review work on various construction plans, acquires and maintains a Certified Floodplain Manager (CFM); and performs other related assigned duties.

### ESSENTIAL TASKS:

- Fulfills the requirements of the Plans Examiner I and II job descriptions
- Examines selected plans, specifications, and technical data for new construction, alterations, and repairs to construction projects to determine compliance with the City's construction and development codes and ordinances and reviews and issues designated specialty permits
- Assists in training staff in plans review code specialties and in code related issues and processes
- Provides assistance to staff and customers in areas of expertise
- Reviews and consults with builders, design professionals, applicants, and the general public on pre-submittal projects, participating in preliminary discussions regarding pertinent and applicable code requirements
- Performs moderately difficult mathematical calculations and applies general engineering principles to determine code compliance
- Provides professional communication to assist attorneys, contractors, developers, property managers, realtors, and other key construction industry members in understanding complicated code issues or interpretations
- Assists in preparing budget requests to upgrade materials and match references to codes
- May perform the tasks and responsibilities of other Examiners when necessary
- May be required to attend Board of Adjustment (BOA) and Technical Action Committee (TAC) meetings
  - Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Completion of 120 hours from an accredited college or university; **and**,  
(b) Three (3) years of experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Completion of 60 hours from an accredited college or university; **and**,  
(b) Five (5) years of experience relevant to the essential tasks listed in this job description

### **PAY INCREASE OPPORTUNITY**

This position is part of a progression family and is eligible for increases within the progression. More information can be found [here](#).

### Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of all types of utilities and materials



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- Knowledge of engineering principles associated to specific codes and ordinances (civil engineering for stormwater management and other utility reviews)
- Good knowledge of the City's construction codes and ordinances

Ability to:

- Ability to interpret plans and specifications
- Ability to communicate effectively both verbally and in writing
- Ability to perform moderately difficult mathematical calculations and apply engineering principles
- Ability to use engineering devices and reference materials
- Ability to become proficient in the use of the City's Permit and Licensing System
- Ability to demonstrate skillful use of basic computer software
- Ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding
- Ability to issue water meter and sanitary sewer tap permits.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a computer keyboard and telephone; frequently lifting, carrying, pushing, and pulling up to five pounds and occasionally up to fifty (50) pounds; may be subject to walking, standing, reaching, handling, balancing, bending, climbing, twisting, and driving; must be able to maneuver across uneven terrain, changing surface conditions on construction sites; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Must meet the following criteria:

1. Possession of a valid Class "D" Oklahoma Driver license; **and**,
2. Successful completion of two (2) plans examiner technical exams, not within the Plans Examiner I or II Progression Plan, within eighteen (18) months of date of hire, not previously submitted, as determined by management; **or**,
3. Successful completion of the three (3) required technical exams required as part of the Plans Examiner I and II progression plans within eighteen (18) months of date of hire, not previously submitted, as determined by management; **and**,
4. Certification as a Certified Floodplain Manager (CFM) through the Oklahoma Floodplain Managers Associations (OFMA) within two (2) years of date of hire.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting, although employee may be exposed to construction related dust, loud noises, temperature extremes and inclement weather. Requires some travel to various locations for on-site visits and investigations.

**EEO Code: N-02**

**Group: Engineering, Planning, and Technical**

**Series: Inspection**