



CLASS TITLE | BUILDING PLANS REVIEW MANAGER

PAY GRADE: EX-52 | www.cityoftulsa.org/pay

Effective Date: 09/30/2026

CLASS CODE: 1191

PURPOSE OF THE CLASSIFICATION: Under administrative direction, is responsible for managing both residential and commercial plans review, administering adopted codes; manages, supervises and coordinates timely issuance of building permits and certificates of occupancy, coordinates with fire, inspections and other internal divisions of the department; and performs other related assigned duties.

ESSENTIAL TASKS:

- Manages staff to maintain production schedules and ensure customer service
- Balances City's priorities of ensuring building safety and encouraging and supporting development
- Provides leadership to coordinate project specific code requirements and coordinate plan review information with staff, departments, and other concerned parties
- Formulates policies and processes for recommendation to administration
- Interprets plans, ordinances, codes, criteria and regulations
- Researches, counsels, resolves, and responds to citizen and personnel issues
- Develops and disseminates public information brochures and code compliance forms
- Coordinates code adoptions and develops local ordinances
- Coordinates BCEGS participation and other evaluation programs
- Communicates policies, procedures, goals and objectives to staff
- Assists in the development and monitoring of the budget
- Reports 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 the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in architecture, or related field **and,**
- (b) Eight (8) years of progressively responsible supervisory experience in design and review, building industry or code development

Knowledge, Abilities and Skills:

Considerable knowledge of:

- The principles and practices of architecture, particularly as it applies to the building plan review, code compliance, and life safety
- The International Code Council (ICC) family of codes and City zoning code



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Ability to:

- Interpret plans and specifications
- Communicate effectively both verbally and in writing
- Plan and supervise the work of staff
- Utilize the highest level of interpersonal skill in order to understand, select, develop and motivate internal and external customers

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling 50 pounds; may be subject to sitting for extended periods of time, walking, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver license
2. Registration as a professional licensed architect or professional engineer in the State of Oklahoma **or** ICC Certified Building Official (CBO) or higher ICC certification with approved professional training within one (1) year of date of hire

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various locations for on-site visits.

EEO Code: E-02

Group: Engineering, Planning, and Technical

Series: Inspection