



City of Tempe

PLAN REVIEWER I+

JOB CLASSIFICATION INFORMATION

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| <i>Job Code:</i> | 317 | <i>Department:</i> | Community Development |
| <i>Supervision Level:</i> | Non-Supervisor | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Plan Reviewer II+ |
| <i>Safety Sensitive / Drug Screen:</i> | No | <i>Physical:</i> | No |

Click [here](#) for more job classification information including current salary range.

DISTINGUISHING CHARACTERISTICS

This is the entry-level professional class in the Plan Reviewer series. This class is distinguished from the Plan Reviewer II+ by the performance of less complex duties and requiring only the International Code Council (ICC) Building Plans Examiner certification or equivalent certification as determined by the building official.

REPORTING RELATIONSHIPS

Receives general direction from the Plan Review Manager or from other supervisory or management staff.

May receive functional and technical guidance from a Plan Reviewer II+.

MINIMUM QUALIFICATIONS

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| <i>Experience:</i> | Three (3) years of building construction or design experience with commercial, industrial, multi-family and residential projects, including experience in general building code review including structural components, mechanical, electrical and plumbing systems. |
| <i>Education:</i> | Equivalent to a bachelor's degree from an accredited college or university with major course work in civil, structural, mechanical, electrical engineering or degree related to the core functions of this position or equivalent related job experience. |
| <i>License / Certification:</i> | <ul style="list-style-type: none"> • Possession of a valid driver's license. • Possession of, or required to obtain within six (6) months of hire, an ICC Building Plans Examiner or equivalent certification. |

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform professional plans and engineering examination work to ensure compliance with building, mechanical, electrical and plumbing codes, and zoning ordinance.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Examine plans and specifications for pre-determined types of projects at Permit Center front counter to allow over-the counter permit issuance.
- Examine plans and specifications for residential, commercial, industrial and multi-family projects to determine compliance with the provisions of the City's building, mechanical, electrical, plumbing codes, fire protection requirements, accessibility requirements, and zoning ordinance.
- Identify defects or inadequacies; prepare plan check correction reports and require that plan corrections be made to meet the requirements of applicable City codes.
- Approve plans that comply; approve permits for construction.
- Analyze engineering design and calculations.
- Evaluate test reports and calculations such as truss reports, hydraulic calculations, electrical load calculations, soil analysis reports, etc.
- Confer with architects, engineers, contractors and owners on proposed projects to resolve problems; provide technical information and recommendations during review of requests to use alternate materials or modifications to code provisions.
- Make field inspections to determine engineering integrity or proper installation of unusual design, materials or equipment.
- Identify defects or inadequacies found; require that deficiencies be corrected to meet requirements of applicable codes.
- Respond to questions and advise architects, engineers, building owners, and the public regarding all codes and zoning ordinances; may advise building inspectors of unusual design, construction or installation problems.
- Classify and log new projects for plan review; create plan review, project and site data files on automated permit system; enter permit data into the system; revise data as project status and details change.
- Perform related duties as assigned.

COMPETENCIES

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i> |
|-----------------------------|-----------------|--|
| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability |

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|--|---------------|--|
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |
| Deputy Director | In Addition > | Entrepreneurship and Networking |
| Director | In Addition > | Organizational Vision |
| <p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p> | | |

| JOB DESCRIPTION HISTORY |
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| <p><i>Effective November 1988</i></p> <p><i>Reviewed August 1993</i></p> <p><i>Revised September 2006</i></p> <p><i>Revised February 2007 (flex class)</i></p> <p><i>Revised November 2010 (Removed optional driver's license statement)</i></p> <p><i>Revised December 2015 (Update distinguishing characteristics, job duties, and min qualifications)</i></p> <p><i>Revised January 2019 (Update job title, distinguishing characteristics, reporting relationship & license/certifications)</i></p> <p><i>Revised December 2022 (Update job title)</i></p> <p><i>Revised April 2023 (update ICC Building Plans Examiner license requirement to 6 months)</i></p> |