

CITY OF CHATTANOOGA
Classification Specification Title: Plans Review Specialist 1

Department: Public Works

Pay Grade: GS.06

Supervision Received From: Assistant Dir. Dev Svcs

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

**Revision Dates: 4/3/25;
10/20/23; 1/11/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for facilitating the process for plans submittal and review within the Land Development Office. Provides technical support to City officials, design professionals, and the public, and maintains paper-based and electronic information systems. Provides technical support for users of the automated permitting system and ArcView Geographic Information System (GIS). Work is performed with limited supervision; or any combination of equivalent experience and education.

SERIES LEVEL: The Plans Review Specialist 1 is the first level of a three-level plans review series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Examines a variety of residential applications and commercial building plans, sewer drawings and subdivision reviews and determines required number and type of plans to be submitted for civil, structural, architectural, mechanical, electrical, gas and plumbing review; verifies submitted plans meet a variety of code requirements prior to plan acceptance; assembles plans and forwards to appropriate individual(s).

Inputs a variety of plans and permitting data and information into applicable database(s).

Responds to and provides assistance to City officials, internal departments, individuals, external organizations/agencies and/or other interested parties regarding permitting processes, codes, and requirements.

Conducts research to verify and validate parcels, service availability, easements, setbacks, zoning requirements, and/or other applicable information.

Processes Certificates of Occupancy. Provides training and technical support to internal staff on applicable software and database applications utilized in the division; analyzes troubleshoots and resolves applicable software issues; develops training manuals for software users.

Processes sanitary and storm-sewer plans which includes logging approvals into applicable spreadsheets or databases; scanning drawings into applicable database and disseminating to appropriate individuals; coordinating testing and acceptance of public line processes; tracking

construction progress; notifying applicable individuals when sewers are built in order to start the final process for as-built drawings; forwards as-built drawings on to applicable internal department for editing and publication; tracking easement information for plats and deeds and performing other related activities.

Maintains the division web page.

Creates, updates, maintains, and edits custom layers in the GIS database specific to the division or for storage and retrieval of computerized geographic data to facilitate research, planning, presentation, and reporting of departmental operations.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Four (4) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered. An example of relevant education is an Associate's Degree with coursework emphasizing Civil Engineering. Examples of relevant experience include working with GIS systems, website design and customer service.

LICENSING AND CERTIFICATIONS: Valid Driver's License

SUPPLEMENTAL INFORMATION:

Knowledge of basic civil engineering principles; GIS database systems; applicable terminology; customer service principles; general construction practices and applicable federal, state and local laws, ordinances, codes, rules, regulations, processes, and procedures.

Skill in using a computer and related software applications; providing customer service; interpreting and applying applicable laws, ordinances, codes, rules, regulations, processes and procedures; creating and editing layers in the GIS databases; reviewing engineering plans for compliance with applicable codes; conducting research; communicating technical information to a non-technical audience and communication and interpersonal skills as applied to interaction with co-workers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up-to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.