



## Classification Specification Title: Plans Review Specialist 1

<b>Department</b>	<b>Public Works</b>	<b>Grade:</b> GS.06
<b>Supervision Received</b>	<b>Assistant Director Development Services</b>	<b>FLSA Status:</b> Non-Exempt
<b>Supervisory Responsibility</b>	<b>None</b>	<b>Established:</b> Jun 29, 2007 <b>Revision:</b> Mar 13, 2026

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for facilitating the process for plan submittal and completing entry-level reviews 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.

**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 residential applications and commercial building plans, sewer drawings, and site drawings submitted for permitting. Verifies completeness of civil, structural, architectural, mechanical, electrical, gas, and plumbing drawings and forwards for review; verifies.

Submitted plans meet a variety of code requirements prior to plan acceptance; assembles, approves, or forwards to appropriate individual(s) on a case-by-case basis.

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

Responds to and assists City officials, Internal departments, Individuals, External organizations/agencies, and other interested parties regarding permitting processes, codes, and requirements.

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

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):

None

### **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 engineering or architecture. Examples of relevant experience include working in the construction or building industry, familiarity with computer programs, and customer service.

This is a career ladder position. This position will receive an automatic progression to Plans Review Specialist 2 when the incumbent has achieved the required minimum qualifications and licenses/certifications for the next position in the series.

### **LICENSING AND CERTIFICATIONS**

Valid Driver's License

### **KNOWLEDGE AND SKILLS**

Knowledge or familiarity of basic engineering or architectural principles; 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 computers 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, communication, and people skills as applied to interaction with co-workers, supervisors, and the general public, sufficient to exchange or convey information and to receive work direction.

### **PHYSICAL DEMANDS**

Positions in this class typically require 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: NO ▾      Child Sensitive: NO ▾      Dept of Transportation (CDL): NO ▾

*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.*

*Revision History: 9/02/25; 4/03/25; 10/20/23; 1/11/23*