

CITY OF CHATTANOOGA
Classification Specification Title: Plans Review Specialist 2

Department: Public Works

Pay Grade: GS.07

**Supervision Received From: Asst Director Development
Services**

FLSA Status: Non-Exempt

Established: 6/29/07

Supervisory Responsibility For: None

Revision Dates: 4/3/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for reviewing commercial and residential site plans to ensure compliance with the City Code of Ordinances (Code). In addition to plans reviews, duties include, but are not limited to: reviewing/interpreting zoning requirements; advising and/or guiding architects, contractors, developers, engineers, and other stakeholders regarding City Codes; and explaining the Licensing/Permitting/Variance Processes. Works under limited supervision.

SERIES LEVEL: The Plans Review Specialist 2 is the second level of a four-level plans review series (Plans Review Specialist 1, 2, and 3, and Chief Plans Review Coordinator).

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.)

Review commercial and residential submittal packages for compliance with applicable zoning, and health, safety, and welfare codes prior to issuing permits.

Review submittal packages for new buildings and structures, and remodeling projects for conformance with applicable codes, established specifications, and approved construction plans.

Interpret and enforce the provisions of applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies, and/or procedures; initiate any actions necessary to correct deviations and/or violations.

Provide information and technical assistance concerning code requirements; resolve problem areas with architects, contractors, developers, engineers, and/or other stakeholders; recommend solutions to problems; respond to questions and/or complaints concerning code violations.

Conduct site visits as needed to obtain information on projects to ensure compliance with the Code. Observe surrounding areas of Variance Application sites.

Maintain zoning maps and make zoning changes to maps; maintain floodway and Flood Insurance Rate Maps (FIRMs).

Prepare or complete various forms, reports, correspondence, logs, and/or other documents.

Review, complete, process, forward, and/or retain as appropriate various forms, reports, correspondence, City Council reports, meeting minutes, architectural drawings, construction plans, fire district maps, zoning maps, tax maps, manuals, code books, ordinances, standards, reference materials, and/or other documentation.

Prepare plans for long-term, off-site storage, and maintain logs of review and approval records. Meet with architects, engineers, developers, contractors, and/or the general public to discuss codes and/or compliance issues.

Coordinate the review of site plumbing, mechanical, electrical, and/or flood requirements. Answer zoning questions for other City Departments and/or external customers.

Host and setup all virtual Pre Submittal Meetings (6 per week / Zoom, Google Meets, and GoToMeeting).

Coordinate 311 System responses for the Division, assign or transfer requests as necessary, and/or close and comment as necessary.

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): 311 Responses, Pre Submittal Meetings, and In-house Zoning Coordination.

MINIMUM QUALIFICATIONS: Associate Degree with coursework emphasis in Civil Engineering or Building Construction; two (2) years' supplemental experience involving building construction, architecture, civil engineering, and/or zoning/building code enforcement, to include interpretation of blueprints and building codes; or any combination of equivalent experience and education preapproved by the Chief Building Official.

LICENSING AND CERTIFICATIONS: Valid Driver's License; Building Inspector Certification within one (1) year of appointment; Plan Review Certification within one (1) year of appointment.

SUPPLEMENTAL INFORMATION:

Knowledge of Residential, Building, and Zoning Codes. Digital and/or hard-copy records maintenance principles. Customer service principles and plans review.

Skills include the ability to interpret and apply federal, state and local laws, ordinances, codes, rules, regulations, standards, policies, and/or procedures; ability to use computers and related software applications; ability to use smartphones, tablets, and other technology to perform duties and/or communicate effectively with teammates and customers.

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

WORK ENVIRONMENT: Medium Work – Exerting up to 20 pounds of force occasionally and/or up-to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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.