

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: 9/2/25;

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 completing intermediate 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 2 is the second level of a three-level plans review series (Plans Review Specialist 1, 2, and 3).

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, 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.

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.

Maintain logs of review and approval records. Meet with architects, engineers, developers, contractors, and/or the public to discuss codes and/or compliance issues.

Coordinate the review of site plumbing, mechanical, electrical, and/or flood requirements.
Attends Pre-Submittal meetings

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 Director of the Land Development Office, Assistant Director of the Land Development Office, or Chief Building Official.

This is a career ladder position. This position will receive an automatic progression to Plans Review Specialist 3 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

Residential Building Inspector (B1)

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, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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.