



Classification Specification Title: Plans Review Specialist 2

Department	Public Works	Grade: GS.07
Supervision Received	Assistant Director Development Services	FLSA Status: Non-Exempt
Supervisory Responsibility	None	Established: Jun 29, 2007 Revision: Mar 13, 2026

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for facilitating the process for plan 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.

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 the 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):

None

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) or TDEC EPSC Level 1 Certification

KNOWLEDGE AND SKILLS

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 fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

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