

CITY OF CHATTANOOGA

Classification Specification Title: Plans Review Specialist 3

Department: Public Works

Pay Grade: GS.08

Supervision Received From: Asst Director

FLSA Status: Non-Exempt

Development Services

Established Date: 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 serving as a lead to lower-level plans review staff and reviewing complex commercial plans and residential permits to ensure compliance with relevant Codes and regulations. Duties include addressing more complex issues and coordinating the review process to include site visits. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The Plans Review Specialist 3 is the third 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.)

Serves as a lead to lower level plans review staff to include assigning and monitoring work, training staff on work methods and procedures, and providing direction; supervises and performs review of blueprints, construction drawings, and site plans for new buildings and remodeling projects for conformance with applicable Codes, established specifications, and approved construction plans.

Interprets and enforces the provisions of applicable federal, state, and local Codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Educates and/or provides guidance for the City's On-line Permitting & Licensing system. Consults with assigned staff to review work requirements, status, and problems; assists with complex, unusual, or problem situations; provides direction, advice, and technical expertise.

Provides information and technical assistance concerning Code requirements; discusses problem areas with architects, design engineers, contractors, and developers; recommends solutions to problems; responds to questions or complaints concerning Code violations.

Approves building permits for commercial/residential projects. Prepares or completes various forms, reports, correspondence, logs, plans review reports, annual reports, or other documents. Receives various forms, reports, correspondence, appeals board reports, variance board reports, city council reports, fire district maps, historic certificates, architectural drawings, construction plans, zoning maps, tax maps, manuals, Code books, ordinances, standards, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Reviews residential and commercial plans, ranging from routine to complex, for compliance with applicable zoning, health, and life safety Codes prior to issuing permits.

Prepares plans for storage and maintains logs of review and approval records. Meets with architects, engineers, developers, contractors, and the general public to discuss Code compliance issues.

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: Associate Degree with coursework emphasis in Architecture, Civil Engineering, and/or Building Construction supplemented by four (4) years experience involving building construction, architecture, civil engineering, and/or Code enforcement. Experience should include interpretation of blueprints, building Codes and plan/permit review; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License and one (1) or a combination of the following:

Building Inspector Certification within one (1) year of appointment.

Plan Review Certification within one (1) year of appointment.

Code Enforcement Certification within one (1) year of appointment.

SUPPLEMENTAL INFORMATION:

Knowledge of building construction practices; Site plan review practices; Applicable Codes and regulations to include, but not be limited to: residential and commercial, fire, zoning, electrical, plumbing, gas, mechanical, standards, policies, procedures, federal, state and local laws.

Skills in records maintenance principles; customer service principles; skill in prioritizing and assigning work.

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

WORK ENVIRONMENT: 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.

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.