Classification Specification Title:
Plans Review Specialist 3

Department	**Public Works**	**Grade:**	**GS.08**
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 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.

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

Approves building permits for commercial and 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):

None

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. 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 the Chief Building Official.

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
Building Inspector Certification (B2) or TDEC EPSC Level 1 Certification
CPMSM, TDEC SCM Inspection and Maintenance, or TDEC Level 2

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. Skills in records maintenance principles, customer service principles, and skills in prioritizing and assigning work.

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