

CITY PLANS EXAMINER

JOB DESCRIPTION

Classification Responsibilities: A City Plans Examiner is a skilled technical classification which performs responsible plans examination work in support of the central plans review function of the Development Services Department and Transportation Department including screening and preliminary plan review. Work involves researching historical background information pertinent to individual permit applications; performing technical analyses of plans, specifications, and reports; and reviewing construction documents for completeness, accuracy, and conformance to applicable codes, ordinances, and national standards. The responsibilities of this class involve technical expertise as well as independent judgment, which must result in precision and accuracy. Incumbents in this class are required to develop and maintain a current knowledge of the policies, procedures, and standards of the City departments they represent. Except for those employees working in the Traffic Assignment, employees of this classification may progress by non-competitive promotion to Senior City Plans Examiner upon meeting the specific criteria-based promotion requirements of performance and certification in addition to the normal education and training requirements of the Senior City Plans Examiner classification. This class is responsible for performing related duties as required.

Distinguishing Features: This class is distinguished from the Senior City Plans Examiner class in that the latter acts as lead over less experienced staff and handles advanced-level plans review assignments requiring well-developed professional knowledge and judgment. This position differs from the technical classification of Building Plans Examiner by the nature of assignments, the work group under which duties and functions are performed, the performance of work requiring a broader knowledge of the principles and techniques of the plans review field, and the exercise of greater independent judgment. Work is performed under the general direction of a senior administrative, technical and/or professional level staff supervisor (*based on assignment*). Performance and work are evaluated through meetings, written plans review correction sheets, and by overall results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from high school or GED. Any combination of training, education, and experience equivalent to considerable (3 - 5 years) plans review experience related to the program area (example: Fire, Civil, Design Review, Streetlights, Traffic) and interpreting and applying codes, ordinances, and national standards (building, mechanical, plumbing, electric, fire, civil, traffic engineering) (*by assignment*).

Special Requirement. Must possess a valid Class D Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Extensive experience in dealing effectively with the general public and development industry professionals is highly desirable. Certification in the current fire code as adopted by the City of Mesa is highly desirable for Fire Assignment. Knowledge of Public Works Standards and rules governing infrastructure construction is preferred for Civil and Traffic assignment.

College or technical school coursework pertinent to the assigned function (civil, traffic, or mechanical engineering, architecture, fire science, building construction, or closely related field) is preferred.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, other City employees, vendors, management, contractors, public officials, architects, engineers, and other development-related personnel in order to comprehend a proposed development and explain the applicable City regulations/policies in everyday terms. Provides information to division coworkers and other City staff regarding development regulations, codes, procedures, and policies. Prepares written plans review reports, investigation reports, letters, memos, code amendments, and ordinances with clearly organized thoughts using proper sentence structure, punctuation, and grammar in order to effectively communicate written narratives and technical information to a variety of individuals and/or groups. Maintains productive interpersonal relationships in order to negotiate and resolve conflicts while building consensus. Makes effective presentations and fulfill occasional training/speaking assignments. Reads and comprehends technical code materials for the purpose of explaining development regulations to a variety of individuals. Comprehends verbal communications in response to in-person or phone inquiries to the general public and development industry representatives.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, federal regulations (Americans with Disabilities Act [ADA], Federal Aviation Administration [FAA], Housing and Urban Development [HUD], American Association of State Highway Transportation Officials [AASHTO], etc.), state regulations (Arizona with Disabilities Act Accessibility Guidelines [AzDAAG], Fire Codes, Health Codes, Maricopa Association of Governments [MAG], etc.), or other standards/guidelines (City development regulations, standards, and codes). Inspects, monitors, and evaluates information to determine compliance with prescribed safety and development standards, regulations, guidelines, etc. Distinguishes colors (example: working with electrical wires) to verify compliance with development regulations and codes. Operates a motor vehicle (automobile or pickup truck) requiring a valid Arizona Driver's License to inspect or investigate development sites. Operates a variety of standard office equipment (personal computer [PC], copier, fax, telephone, calculator, micrographic readers/printers) to generate, send, receive, and retrieve data and information to perform duties. Enters data into a PC to prepare and generate reports, memos, letters, and other documents. Prepares and/or updates forms and handouts in order to facilitate providing public information and perform plans review duties. Prepares development plans review reports for distribution to permit applicants and other City staff. Moves objects (construction documents/plans weighing up to 40 lbs.) up and down stairs for distances of up to 100 feet. Meets scheduling and attendance requirements.

Mental: Prioritizes own work (plans review duties and meetings). Coordinates work activities and class functions with other City divisions/departments, other city, county, state, and other government agencies. Conducts research and/or analyzes data (plans, legal documents, product information, design computations, reports) to review construction documents for compliance with development regulations. Performs mathematical calculations and statistical computations. Comprehends and makes inferences from written material, codes, and technical materials to explain development regulations to a variety of

individuals. Understands and/or interprets blueprints, schematic drawings, legal descriptions, layouts, and/or other visual aids (product manuals) to evaluate and determine compliance with development regulations. Estimates labor and/or material costs from blueprints. Learns job-related material through on-the-job training (OJT), in a classroom setting, and/or independent study of City policies and procedures. Makes effective judgments and decisions. Consolidates a range of input into an organized coherent statement.

Knowledge and Abilities: (*all assignments*)

Knowledge of:

the role of modern municipal governments in the enforcement of development-oriented regulations;
the departmental structure and relationships in a municipal government organization;
technical-level research techniques, methods, and procedures;
the principles, practices, techniques, and terminology associated with the specific area of assignment;
the principles, practices, and techniques, associated with the coordination of plans review requirements, comments, and approvals; and
PC software applications (example: word processing, database, spreadsheet, etc.).

Ability to:

read and interpret engineering, architectural, and construction drawings and diagrams;
prepare clear and concise written plans review comments in order to specify information, requirements, and calculations that are necessary to prepare plans for approval;
communicate clearly and comprehensively in order to explain technical requirements in everyday terms;
establish and maintain effective working relationships with coworkers, engineers, architects, contractors, and the general public in order to confer with them on plans, to exchange information and resolve problems, often under stressful circumstances; and
review commercial and multifamily plans for all on-site and off-site improvements associated with new building construction for compliance with accepted regulations, standards, procedures, and stipulations.

Knowledge and Abilities: (*by assignment*)

Civil and Traffic Engineering

Knowledge of:

the Offsite Improvement Regulations (Title Nine of the Mesa City Code) which establish public works regulations for the development of non-subdivided land within Mesa's corporate limits;
the Subdivision Regulations (Title Nine of the Mesa City Code) which establish public works regulations for the development of subdivided land within Mesa's corporate limits;
the MAG Uniform Standard Specifications for Public Works Construction which establishes standards uniform rules governing public works construction;
the MAG Uniform Standard Details for Public Works Construction which establishes standards uniform rules governing public works construction;
the City amendments to the MAG Uniform Standard Specifications and Details which establish all Mesa's modifications or supplements;
the City's Engineering Procedure Manual which establishes Mesa's design standards and requirements

for public works improvements;
accepted civil engineering surveying, and construction practices and criteria which govern the design of public works improvements and facilities (example: underground/aboveground utilities and facilities);
adopted public bidding requirements, processes, and practices which govern public works improvements and facilities;
accepted public works construction practices and criteria which govern the installation and maintenance of public improvements (example: underground/aboveground utilities and facilities);
the theories, principles, and practices related to land development and design standards and guidelines;
and
the geography of the City of Mesa and its surroundings, and the City's organization and functions of its various departments.

Ability to:

perform a variety of plans review duties in the areas of public works construction;
review industrial, commercial, subdivision, residential and multifamily plans for compliance with Development Services Department and Transportation Department requirements and regulations, including but not limited to: public utility availability, public rights-of-way acquisition, public street improvements, storm drainage facilities, public streetlights, and non-City utility conflicts;
apply the standards and requirements contained in the City's Engineering Procedure Manual to engineering and architectural plans submitted for review;
review subdivision plats;
analyze, propose, and obtain approval for updates to the City's Engineering Procedure Manual and Standard Details on periodic basis;
represent the City Plan Review Section at Development Services Department and Transportation Department coordination of and/or training meetings;
coordinate review and processing of legal documents pertaining to land rights between the City and the Public; and
review, process, and coordinate plan review submittals for various City programs involving development agreements (example: City Share, In-Lieu Payments, and Utility Service Agreements).

Design Review

Knowledge of:

principals and practices of modern urban planning including: architecture, landscape architecture, and municipal administration applicable to design review;
the accepted standards for locating public services and residential, commercial, and industrial areas;
the theories, principles, and practices related to land use planning and development;
the practices and local ordinances relating to design standards and guidelines;
the geography of the City of Mesa and its surroundings;
research methods and sources of information necessary to City planning functions;
accepted practices and applicable state and local laws relating to zoning, annexations, land subdivision, and land use control; and
the City of Mesa organization and functions of its various departments.

Ability to:

perform a variety of plan review duties in the areas of Planning and Neighborhood Services; review industrial, commercial, subdivision, multifamily, and residential plans for compliance with Neighborhood Services Program requirements, regulations, and City ordinances including, but not limited to: building construction, architecture design, setbacks, land use requirements, parking, signs, manufactured homes, recreational vehicles, right-of-way, and City Council stipulations; apply the standards and requirements contained in the City's Code and Council ordinances, and as established through various public hearing stipulations to architectural and engineering plans submitted for review; apply Planning and Design principles, methods, and techniques to theoretical and practical development problems with versatility, judgement, perception, common sense, and logical deductive reasoning; analyze, propose, and obtain approval for updates to the City's Zoning Ordinance and Design Guidelines; and represent the City Plan Review Section in the Development Services Department through coordination of, public hearings, and/or training meetings.

Fire Prevention

Knowledge of:

current fire code and standards as adopted by the City of Mesa which covers the fire, life, and safety aspects of all buildings and structures; the current adopted City of Mesa family of codes and ordinances, including the building, mechanical, plumbing codes; the National Electric Code (NEC) which covers all aspects of the installation and maintenance of electrical systems, equipment, and materials within or on buildings or other structures for the safeguarding of people and property from the hazards of using electricity; and the ADA, and Accessibility Guidelines for Buildings and Facilities.

Ability to:

perform a variety of plans review duties utilizing the current fire code as adopted by the City of Mesa; review industrial, commercial, subdivision, and multifamily plans for compliance with Fire and Medical Department requirements and regulations, including but not limited to: Fire and Medical Department access, fire alarm systems, fire sprinkler systems, and the storage of explosives and flammable materials; and represent the City Plan Review Section at Development Services and Fire and Medical Department coordination and/or training meetings.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 8/19
LD/aa/ya
CS4633.DOCX
EEO-Tech
JOB FCTN-TEC
INCREMENTS 62-200

PAY GRADE: 50
IND-8810
SWORN-No