

SENIOR CITY PLANS EXAMINER

JOB DESCRIPTION

Classification Responsibilities: A Senior City Plans Examiner is a highly skilled technical classification, which performs advanced and complex plans examination work and coordinates multidisciplinary plan review activities in support of the central plans review function of the Development and Sustainability Department. This class serves as team leader and mentor over lower-level plans review staff. Work involves: researching historical background information pertinent to individual permit applications; performing highly technical analyses of plans, specifications, and reports; and reviewing of construction documents for completeness, accuracy, and conformance to applicable codes, ordinances, and national standards. The responsibilities of this class require the highest level of technical expertise and considerable independent judgment, which must result in precision and accuracy. Judicious reasoning and negotiated solutions are high profile in nature and subject to public scrutiny and critical analysis. 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. This class is responsible for performing related duties as required.

Distinguishing Features: Employees may progress to this classification by non-competitive promotion upon meeting the specific criteria-based promotion requirements of performance and certification in addition to the normal education and training requirements. Work requires considerable independent judgment and initiative in combining a broad scope of the highest level of technical knowledge and expertise and sophisticated, analytical judgments in order to resolve a variety of highly complex, technical problems. Incumbents are required to carry out assignments without detailed instruction or guidance. This class serves as the primary subject matter expert in the area of assignment and is required to possess an increased knowledge and understanding of the City's policies and practices including the independent interpretation and application of development standards and principles for a variety of complex and controversial projects. The Senior City Plans Examiner differs from the classification of City Plans Examiner by the former's leadership and mentoring responsibilities, the coordination of multidisciplinary plan review activities, the level of autonomy, decision making, and the complexity and difficulty of assignments requiring a very thorough and comprehensive knowledge of City procedures and requirements of engineering, fire prevention, planning and zoning (based on assignment) regarding the plans review process. Work is performed under the general direction of a senior administrative, technical or professional level supervisor (based on assignment). Performance and work is 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 at least five years of specific city plans review experience related to the program area (example: Civil, Design Review, Fire), and interpreting and applying codes, ordinances, and national standards (example: building, mechanical, plumbing, electric, fire, civil engineering, by assignment).

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

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Certification as a Fire Inspector in the current fire code as adopted by the City of Mesa, and certification as a Building Plans Examiner in the current adopted City of Mesa code are highly desirable for Fire and Medical assignment. Extensive experience in dealing effectively with the general public and development industry professionals is highly desirable. College or technical school coursework pertinent to the assigned function (example: civil or mechanical engineering, architecture, building construction, or a closely related field) is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with plan review team members, developers, 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. Instructs and/or trains plan review team members, unit coworkers, and other City staff in a classroom setting 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. Functions positively and effectively in a team environment both as a team member and leader. 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. Reviews the work products of others to ensure compliance with standard operating procedures, federal regulations (American with Disabilities Act [ADA], Federal Aviation Administration [FAA], Housing and Urban Development [HUD], 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 and codes). Inspects, monitors, and evaluates information to determine compliance with prescribed safety and development standards, regulations, guidelines, etc. Distinguishes colors (i.e., working with electrical wires) to verify compliance with development regulations and codes.

Manual/Physical: Operates a motor vehicle (automobile or pick-up truck) requiring a standard Arizona Driver's License to inspect or investigate development sites. Operates a variety of standard office equipment (i.e., personal computer [PC], copier, facsimile machine (fax), telephone, calculator, micrographic readers/printers, etc.) 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: Conducts pre-development and pre-design review meetings to convey the City's development requirements. Assists supervisor in reviewing, coordinating, planning, prioritizing, and scheduling work assignments to unit staff. Coordinates with City Plans Examiners, other City departments, and other government agencies (city, county, state, and federal) for individual plan review projects. Prioritizes and assigns work to unit personnel and/or prioritizes own work (plans review duties). 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, layouts, and/or other visual aids (product manuals) to evaluate and determine compliance with development regulations. Reviews and confirms project quantities and cost estimates for labor and/or material from engineering and architectural plans and related documents. Makes effective judgments and decisions pertaining to all phases of the job. Expands knowledge of position through on-the-job training, in a classroom setting, and/or independent study of City policies and procedures. Demonstrates continuous efforts to improve the efficiency of department operations, decrease plan review turn-around times, and streamline work processes. Works cooperatively with all involved providing quality customer service by monitoring and coordinating the overall team activities and being accountable for meeting target progress milestones. Serves as a central point of contact for customers, clients, and other departmental staff. Addresses concerns and resolves sensitive issues, conflicts, and technical problems associated with plan reviews.

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;
PC software applications (e.g., word processing, database, spreadsheet, etc.);
City, county, state requirements, and civil engineering principles relating to a variety of plan review disciplines, including: planning, grading, drainage, street improvements, water, sewer, gas, streetlights, and traffic signals; and
modern methods, materials, and techniques as applied to design, construction, and maintenance of public works improvements and private development.

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, and contractors in order to confer with them on plans, to exchange information and resolve problems, often under stressful circumstances;
review residential, commercial, and multifamily plans for all on-site and off-site improvements associated with new construction for compliance with accepted regulations, standards, and procedures;
lead less experienced team members;
perform functional training and mentoring;
learn principles, methods, and techniques of related professional disciplines;

review the work products of others to ensure conformance to standards;
use a PC (e.g., word processing, database, spreadsheet); and
coordinate the plan review process with other disciplines within the City to insure uniformity and quality of review efforts.

Knowledge and Abilities: (by assignment)

Civil Engineering Assignment

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, electrical, and transportation engineering practices and criteria, which govern the design of Public Works improvements and facilities (e.g., 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 (e.g., underground/aboveground utilities and facilities);
the accepted standards for locating public services in 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; and
the City of Mesa organization and functions of its various departments.

Ability to:

perform a variety of plans review duties in the areas of the Public Works Construction;
review industrial, commercial, subdivision, residential, and multifamily plans for compliance with Development and Sustainability Department requirements and regulations, including but not limited to: public utility availability, public rights-of-way acquisition, public street improvements, and storm drainage facilities;
apply the standards and requirements contained in the City's Engineering Procedure Manual to architectural and engineering plans submitted for review;
review subdivision plats;
analyze, propose, and obtain approval for updates to the City's Engineering Procedure Manual on a periodic basis;
represent the City plan review section at Development and Sustainability Department coordination

and/or training meetings;
perform complex technical and paraprofessional engineering task without direct supervision;
determine requirements for civil, streetlighting, and traffic signals for preliminary review process;
make or coordinate advanced engineering decisions during times of Senior Civil Engineer's absence; and;
determine eligibility, assemble, and process documentation for participation in the City Share Program.

Fire Prevention Assignment

Specific Knowledge of:

current adopted City of Mesa fire code and standards which covers the fire, life, and safety aspects of all buildings and structures and the current adopted City of Mesa administrative code.

General knowledge of:

current adopted City of Mesa family of codes and standards including building, mechanical, and plumbing;
the Uniform Electrical Code 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 Accessibility Guidelines for Buildings and Facilities.

Ability to:

perform a variety of plans review duties in the areas of the Uniform Fire Code;
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 and Sustainability Department 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.

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EEO-Tech

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INCREMENT 62-200

PAY GRADE: 51

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