

## PLANS EXAMINER SUPERVISOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Plans Examiner Supervisor is responsible for supervising, training, and mentoring staff; analyzing employee performance data; determining the appropriate classes and amount of training needed for the workgroup; performing research on city codes and historical data; providing technical knowledge in resolving difficult or complex problems associated with building, plumbing, mechanical, electrical, fire, and zoning codes; assisting the Deputy Director with making decisions on the interpretation of city codes; approving construction drawings; creating reports and analyzing data related to the number of permits for residential and commercial properties, permit due dates, efficiency/productivity during peak seasons of increased permits; conducting process improvements and special projects (example: code options for year 2024); writing ordinances for the Deputy Director and Legal's review; coordinating with other City departments such as Energy and Sustainability, Engineering, Planning and Fire Prevention; working with Code Compliance Officers and Inspectors; performing public outreach by creating home owner guides and sending emails to specific groups; meeting quarterly with the Development Advisory Forum; and may make presentations in the Deputy Director's absence. Additional duties include: performing plans review work which involves technical review of construction documents to ensure accuracy and compliance with building codes, zoning regulations, and ordinances; interpreting plans, specifications, building codes, and calculations; performing mathematical calculations to determine appropriate fees and compliance of development plans; communicating with other City department personnel, management, contractors, developers, and customers; and serving as Building Official in the Deputy Director's absence.

**Distinguishing Features:** An employee in this class is responsible for interpreting codes, resolving unusual design and construction problems for Development Services, and advises architects, engineers, contractors, building inspectors, and the general public of code changes, code interpretations, and new methods and material. This class exercises independent judgement and technical independence. Work is performed under the general direction of the Deputy Director Development Services (Building Plan Review & Building Field Inspections and Enforcement assignments) who reviews work through conferences and the evaluation of overall results achieved. This class is FLSA exempt-administrative.

### 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.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Architecture, Engineering, Construction or Business Management, or a related field. Extensive (5+ years) full-time experience in building or city plans review of construction documents for conformance with construction codes, including two years of lead or supervisory experience.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire date or promotion date. Must have a Building Plans Examiner certification from an accredited organization such as International Code Council (ICC) plus an additional related certification (for example, a certified

Building Official, Building Inspector, or equivalent) by date of hire.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Bachelor's Degree in Architecture, Engineering, Construction or Business Management, or a related field is highly desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates verbally, in writing, by e-mail, and by telephone with the general public including contractors, developers, other City employees, and management to establish and maintain effective working relationships. Explains technical problems in everyday terms in order to resolve complex technical issues associated with building, plumbing, mechanical, electrical, fire, and zoning codes. Communicates with applicants regarding proper construction methods and recommends solutions for complying with adopted codes and ordinances. Interprets and explains policies and procedures. Communicates with staff for training, mentoring, and work assignments. Prepares written documents such as ordinances for the Deputy Director and Legal's review, reports, homeowner guides, and interpretations of city codes. May make presentations in the absence of the Deputy Director.

**Manual/Physical:** Reviews the work products of others to ensure accuracy and compliance with standard operating procedures, federal, state, and City regulations. Inspects, monitors, and evaluates work related information, property development plans, and conditions to determine compliance with prescribed operating and safety codes, state, federal, and City regulations. Operates a two-way radio, office equipment, and computer to research information. Operates a vehicle requiring a valid Class D Arizona Driver's License. Enters data or information into a personal computer in order to create and store public recorded information. Moves construction documents with a maximum weight of 50 pounds for long distances, and up and down stairs to review and file plans. Reviews drawn and written changes to building plans. Meets scheduling and attendance requirements.

**Mental:** Reviews and properly interprets multi-family, complex commercial and industrial buildings, or subdivision improvement plans for compliance with building, electrical, mechanical, plumbing, security, zoning codes and ordinances, state statutes, federal and state regulations, and various utility requirements applicable to building construction. Supervises and evaluates the work of subordinate personnel regarding building or city plan reviews. Prioritizes and assigns work to personnel for review of plans in order to meet department time goals. Resolves procedural and other work-related problems in a team effort by interpreting and applying applicable codes and policies. Coordinates work activities with other city departments and contractors. Conducts research and analyzes data related to number of permits for residential and commercial properties, due dates, and efficiency/productivity during peak seasons. Approves construction drawings. Assists the Deputy Director with making decisions on the interpretation of city codes. Comprehends and makes inferences from written material regarding construction codes and City policies to ensure proper and uniform application. Performs mathematical calculations and statistical computations to determine cost effectiveness and divisional needs. Comprehends and makes inferences from written material such as construction codes and City policies to ensure proper and uniform application. Understands and interprets blueprints, schematic drawings, and layouts to determine compliance of development plans.

**Knowledge and Abilities:**

Knowledge of:

building construction materials and methods;  
construction codes and related laws and ordinances;  
the principles and practices of employee supervision and training;  
Arizona Statute Title 34, which contains requirements to make all buildings and facilities for the general public accessible to and functional for the physically disabled;  
National Testing Laboratories Reports and Standards, such as those of Underwriters Laboratories, Factory Mutual, and American Gas Association;  
current adopted City of Mesa family of codes and ordinances;  
the National Fire Protection Association (NFPA) standards for the installation and maintenance of systems, equipment, and materials;  
the National Electrical 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;  
the City of Mesa Municipal Code which regulates and provides for the enforcement of nuisance abatement such as construction dust, debris, noise, and inoperable vehicles in order to promote the health, sanitation, comfort, safety, convenience, and general welfare of the public; and  
the City of Mesa Zoning Ordinance which regulates the use of land and the location, height, and bulk of buildings and structures, and establishes standards for design and development or departmental practices involving fee calculation.

Ability to:

supervise and coordinate a team who review building and city plans submitted to the Deputy Director;  
advise and instruct staff on building codes, and engineering, zoning, and department policy interpretations;  
coordinate, with work groups, the review of multi-family, complex commercial and industrial buildings, or subdivision improvement plans for compliance with building, electrical, mechanical, plumbing, security, zoning codes and ordinances, state statutes, federal and state regulations, and various utility requirements applicable to building construction;  
review plans and specifications for multiple-story and other complex buildings to determine if they comply with City codes;  
resolve difficult problems which may arise with architects, engineers, and contractors;  
read and interpret building plans, calculations, surveys, specifications, and blueprints and compare them with construction in progress;  
determine the conformance of the more technical construction plans with municipal plumbing, building construction, electrical, and mechanical codes;  
require that deficiencies be corrected to meet the City code requirements and make suggestions for the correction of defects and inadequacies found; and  
establish and maintain effective working relationships with coworkers, building owners, architects, engineers, contractors, and the general public.

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.

New 5/23

TC/co/lr

CS5612

EEO-Tech

JOB FCTN- ADM

INCREMENTS 46-200

PAY RANGE: 56

IND-8810

SWORN-None