



Office of Human Resources  
Plans Review Engineer - CE0424

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**General Statement of Duties**

Reviews and evaluates blueprints, architectural drawings, design plans, project documents, and specifications and assists design professionals to ensure compliance to the applicable codes and engineering standards.

**Distinguishing Characteristics**

This class reviews and evaluates blueprints, architectural drawings, design plans, and/or project/development documents and specifications submitted for regulatory approval. This class is distinguished from an Engineer/Architect Supervisor class that performs professional and supervisory work over professional, licensed engineers and architects, develops, implements, and evaluates engineering plans, work processes, systems, and procedures to achieve annual goals and objectives, and makes budgetary and resource allocation decisions.

The Plans Review Engineer is also distinguished from the Senior Engineer that performs full performance professional engineering work on a variety of complex engineering assignments with emphasis placed upon the application of engineering mathematics, principles, and practices in all phases of major engineering projects/assignments. Additionally, the Plans Review Engineer is distinguished from an Engineer that performs intermediate level professional engineering work on a variety of engineering assignments with emphasis placed upon the application of engineering mathematics, principles, and practices on all phase of routine/moderately difficult engineering projects/assignments.

**Level of Supervision Exercised**

None

**Essential Duties**

Reviews and evaluates blueprints, architectural drawings, design plans, and/or project/development documents submitted for approval utilizing applicable codes/standards/guidelines/laws, appropriate municipal ordinances, and construction and engineering standards, determines review fees, and authorizes the release of approved documents for city permits.

Checks engineering calculations and reviews one or more of the following specialized areas: civil/site engineering, architectural, structural, electrical, plumbing, fire protection, and/or mechanical designs and provides timely oral and/or written communication detailing design and/or construction deficiencies in plans and specifications.

Interacts with the public, professional design consultants, project managers, contractors, and elected officials to communicate permit application procedures and regulatory and code requirements and interpretations, and negotiates for special considerations on unique and/or historical projects.

Directs and participates in design coordination meetings regarding private development projects and city, state, and regional capital improvement projects in order to lead the development process, ensure timely approval and completion of projects, and resolve any problem areas.

Assists inspectors with difficult or unusual code compliance issues and answers questions from inspectors about plan review comments.

Cultivates, fosters, and maintains positive working relationships with managers, supervisors, employees, and other stakeholders to gain their cooperation and support on assigned projects/assignments.

Participates in recommending and establishing policies, procedures, standards, guidelines, and specifications and evaluates the effectiveness of existing methods, policies, procedures, and proposed local and national model code modifications and issues.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Decision Making** - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Planning and Evaluating** – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

**Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and makes recommendations.

**Written Communication** - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### **Knowledge & Skills**

Knowledge of the concepts, principles, theories, and methods required to plan, design, construct, operate, and maintain building.

### **Education Requirement**

Bachelor's Degree in Engineering or related field as required by the specific opening.

### **Experience Requirement**

Three (3) years of professional engineering work experience after obtaining a Professional Engineering (PE) license. (Some positions may require experience in a specific engineering area)

### **Education & Experience Equivalency**

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

### **Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Requires registration as a Professional Engineer (PE) by the Colorado State Board of Registration for Professional Engineers at the time of application. Or requires registration as an Architect by the Colorado State Board of Registration at the time of application.

Registration in another state will be accepted in lieu of this requirement, provided that the applicant has Colorado registration at completion of probation.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Pressure due to multiple calls and inquiries.  
Subject to many interruptions.

### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

### **Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability- to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

### **Background Check Requirement**

Criminal Check

Education Check

Employment Verification

Licenses/Certification

By position, Motor Vehicle Record

### **Assessment Requirement**

None

### **Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: E-817**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**