



Office of Human Resources  
Plans Review Specialist I - CE3048  
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### General Statement of Duties

Performs intermediate professional level plans review work, working directly with contractors and homeowners to review and approve routine residential and commercial zoning and building permit requests.

### Distinguishing Characteristics

The Plans Review Specialist I is distinguished from the Plans Review Specialist II, which performs full performance professional level plans review and approval work with regard to large and complex zoning and construction projects.

### Level of Supervision Exercised

None

### Essential Duties

Works directly with contractors and homeowners to review and approve a variety of routine construction plans to ensure compliance with zoning and building codes and regulations for the issuance of building permits.

Works directly with contractor and homeowners to create customer accounts, login permit requests, scan submitted construction design plans, verify licenses and certifications, ensures completion of permit packets, and work with customers to address missing documents and forms.

Works with external stakeholders such as the Colorado Department of Transportation, Regional Transportation District, Urban Drainage, Metro Wastewater, Denver Water, Denver Public Schools, and other utility companies to advise of major construction projects and plans.

Reviews and approves construction blueprints and plans for zoning and building permits, which includes researching historical maps and documents, reviewing past permit usage, reviewing transportation and traffic control plans, and reviewing land dedication and easement plans for compliance with zoning codes, property setback requirements, land use designations, bulk plane and height restrictions, and the mixed use of property.

Ensures administrative requirements have been completed such as permit fees are paid, surety bonds are retained, professional engineering stamps are on blueprints, and issues permits for a variety of residential construction projects such as detached garages, sheds, and home additions and expansions.

Consults with engineers and other professional and technical experts on more complex permitting requests, unusual designs, issues of conformity and compliance, and coordinates zoning reviews as part of a comprehensive construction committee project review.

May request addition project testing and studies as required by permitting guidelines, such as soil samples, concrete testing, review of storm, sanitary, and erosion control studies, and ensures traffic engineering impact studies and reports are completed.

Prepares reports for management detailing projects, permits, and permit revenues, which includes maintaining files and reports for projects.

Performs other related duties as assigned or requested.

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**

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

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.

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

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

### **Knowledge & Skills**

Knowledge of the concepts, principles, theories, and methods required to ensure compliance with engineering plans, designs, and construction standards and zoning codes and regulations.

Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented or problematic situations.

### **Education Requirement**

Bachelor's Degree in Construction Management, Engineering, Architecture, Urban and Regional Planning, or a related field.

### **Experience Requirement**

Two (2) years of plans review experience reviewing blueprints and plans for zoning and construction projects with regard to the compliance of zoning and construction codes and regulations.

### **Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

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

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

**Working Environment**

Subject to many interruptions.  
Subject to pressure from multiple calls and inquiries.  
Subject to long irregular hours.

**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.  
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.  
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 an object less than 25 pounds.  
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  
Employment Verification  
Education Check  
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: E-623**

**FLSA Code: Y**

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

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**