



## Office of Human Resources

### Plans Review Supervisor

#### General Statement of Duties

Performs supervisory work over employees engaged in plans review work reviewing and approving a wide range of plans and complex zoning and use permit applications for the construction and/or remodeling of various structures and public infrastructure for compliance to applicable codes, policies, and standards.

#### Distinguishing Characteristics

This class performs supervisory work over employees who perform full performance level plans review work. This class is distinguished from a Senior Plans Review Technician that performs full performance level plans review work reviewing, examining, interpreting, and approving a wide range of plans and complex zoning and use permit applications for the construction and/or remodeling of residential, commercial, other buildings of similar structural complexity, and public infrastructure for compliance to applicable codes, policies, and standards. The Plans Review Supervisor is distinguished from a Permit Supervisor that performs supervisory work over entry level employees engaged in providing customers with general code information, guidance, and plan submittal criteria and evaluating permit applications to determine if necessary code and plan submittal criteria have been met. The Plans Review Supervisor is distinguished from a Manager I that manages an operational and/or functional area(s) and performs some elements of supervision by recommending and implementing plans, procedures, policies, programs, and projects.

#### Guidelines, Difficulty and Decision-Making Level

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

#### Level of Supervision Received & Quality Review

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

#### Interpersonal Communication & Purpose

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

#### Level of Supervision Exercised

Supervises two or more Senior Plans Review Technicians, Associate Plans Review Technicians, and/or other classes of the same type and level of responsibility.

**Essential Duties**

Provides day to day leadership and works with staff to ensure a high-performance, customer service oriented work environment that supports a department's mission and goals and recommends process improvements and changes in practices and procedures to increase operating efficiency and expedite work flow.

Plans, assigns, and evaluates the work of plans review staff members, provides technical expertise to staff, and establishes unit and staff work goals and objectives.

Trains new staff members on applicable codes, regulations, requirements, and standards for plans review, orients staff with appropriate policies and procedures, and ensures that work conforms to standards and regulations.

Evaluates the effectiveness of existing codes, standards, regulations, methods, and/or procedures, recommends modifications, and makes code interpretations in less defined areas of codes.

Ensures that staff prepares comprehensive records, reports, and documentation that complies with standards and requirements.

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution including escalations from clients.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments.

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**

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

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.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Skill in interpreting and applying written guidelines, precedents, and work practices to standardized work situations or specific cases.

### **Education Requirement**

Bachelor's Degree in Engineering, Geometry, Architecture, Business, or a related field.

### **Experience Requirement**

Three (3) years of experience at the type and level of Senior Plans Review Technician (reviewing, examining, interpreting, and approving a wide range of complex plans).

### **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.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

### **Licensure & Certification**

None

### **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.):

Standing: remaining on one's feet in an upright position.

Sitting: remaining in the normal seated position.

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

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

Hearing: perceiving the nature of sounds by the ear.

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 distance and space relationships.

Field of Vision: ability to see peripherally.

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

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

**Background Check Requirement**

Criminal Check  
Education Check  
Employment Verification  
By position, Motor Vehicle Record

**Assessment Requirement**

Professional Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**FLSA Code:** Y  
**Management Level:** 7  
**Established Date:** 8/1/2018  
**Established By:** Lori Schumann  
**Revised Date:**  
**Revised By:**  
**Class History:**