



Title: Plans Review Supervisor

FLSA STATUS: Exempt from overtime.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Engineering Supervisor.
Exercises direct supervision over 3 full-time employees, Plans Examiner I, Development Technician II.

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to plan, organize, manage, and implement the activities of the Building Development Division review staff; manages and facilitates the construction of both residential and commercial developments with the City; fosters coordination between other City departments and divisions and outside agencies for the Development & Engineering Department relating to existing and proposed development projects within the City; manages resources; implements change; assigns tasks and schedules; assists with the budget; serves as technical advisor; resolves issues; serves as liaison between the City and community groups and government agencies; coordinates, manages, and participates in the facilitation of complex building projects; supervises and assigns the work of building plan review staff; participates in the work of plan review and project coordination, including residential and commercial plans in the preliminary and final stages of development; plans include residential and custom homes, residential additions, pools, solar, commercial tenant improvements, and new commercial buildings; coordinates with outside agencies regarding proposed development designs to minimum adopted building codes; works with field inspectors on construction issues; coordinates with inspector, engineer, and developer to reach timely resolutions; assists internal and external customers with questions and concerns related to existing and proposed development issues.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Development Plan Review. Upon receipt of project, determines approach to be taken for completion, including element to be assigned to other staff, divisions, and departments; coordinates related workflow within the City and outside agencies; reviews construction plans for compliance to adopted building codes and amendments, etc.; discusses technical issues and designs with internal staff and external professionals; interprets technical information (plans and reports) and responds to inquiries; ensures compliance with standard operating procedures and all applicable federal, state, and adjacent city regulations.
3	Internal and External Coordination. Coordinates projects with staff, engineers, and developers; schedules and facilitates meetings; explains City's position; evaluates other party's needs and impacts to existing guidelines and policies; prepares letters, memorandums, and reports with clearly organized thoughts to communicate technical and controversial issues; communicates with general public, other city, state, and federal employees, vendors, management, consultants, contractors and inspectors regarding review and construction process within the City; coordinates with City departments to ensure Dev. & Engr. department conveys information to outside project teams regarding design requirements of other departments such as Fire Department, Site Development, Environmental Services, etc.; ensures outside consultants implement proper design requirements; explains reasoning behind desired code requirements to registrants and developers.
4	Site Visits and Construction Issues. Resolves construction field problems; visits site to understand scope of problem; interprets construction drawings or specifications; analyzes issues and implications of resolution; conveys solutions to affected parties.



5

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	X	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X”					
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Office	X	Outdoors	X	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	X	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	X	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, copier / fax / scanner, and related software, telephone, calculator, vehicle, construction evaluation tools.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, safety footwear, protective eyewear, hard hat