



City of Irving Job Description

Plan Review Supervisor

FLSA Status:	EXEMPT	Job Department:	Inspections
Job Code:	N161	Reports To (Job Title):	Assistant Inspections Director

PURPOSE

Lead the Inspection's plan review staff in its support the city Strategic Plan "Speed-to-Market" and "Safety in the Built Environment" actions by: supervising the senior and commercial plan reviewers; performing the more complex reviews of building permit documents and construction drawings for compliance with codes and ordinances; providing guidance in proper building design and permit issuance for citizens, contractors, engineers, developers, and businesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Supervise and develop staff members, including organizing, monitoring, and evaluating work and participating in interviewing and hiring decisions.
- Lead informational meetings on building codes, zoning ordinances, and current construction projects, including training classes.
- Review construction plans to ensure compliance with codes and ordinances; perform reviews in a timely manner to maintain competitive cycle times.
- Serve as project manager for engineers, building contractors, architects, and developers in the design of new commercial and residential buildings for code and ordinance compliance.
- Perform quality control assessments on plan reviews, customer service, and professionalism.
- Communicate technical information to technically and/or linguistically challenged customers in person and on the telephone.
- Research and prepare code analyses under the direction of the Development Services Manager.
- Create and maintain building code informational handouts related to commercial and residential construction for the city staff and the public.
- Assist in development of code updates and other educational information and provides them to the public through website and other citywide information delivery mechanisms.
- Gather data for Key Performance Indicators (KPIs) and/or related metrics on a monthly basis.

OTHER DUTIES AND RESPONSIBILITIES

- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1-5 employees.

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 20 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Forward payments for permits to Customer Service/Finance.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's Degree in Architecture, Engineering, Construction Technology, or a related field of study.

EXPERIENCE

- At least five (5) years of related experience, as well as two (2) years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid state-issued driver's license, or ability to obtain upon hire, is required.
- International Code Council (ICC) Commercial Building Plans Examiner Certification
- ICC Accessibility Plans Examiner/Inspector Certification.

KNOWLEDGE OF

- Codes: In depth understanding of the international building, residential, and energy codes; local, state and federal laws regarding construction and permitting; and procedures for bringing and keeping properties in[to] compliance with applicable property codes.
- Building Plans: Techniques and principles involved in plan review of precision technical plans, blueprints, drawings, and models. Keep up to date with construction methods and terms.
- How to develop alternative, creative solutions to problems that remain within the parameters of code and ordinance requirements and can be explained to customers.
- Record Keeping: Principles and practices for collection and recording of information for use in report presentations, open records, data recovery, and plan retrieval.
- Principles and processes in managing people and projects, leadership techniques, and developing staff in team building, motivation, and responsibility.

- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs.

SKILLS AND ABILITIES IN

- Accurate Plan Review: Reading and interpreting blueprints, construction documents, and specifications; paying attention to detail in plan review and project management; organizing and prioritizing projects; and maintaining department speed-to-market cycle times which provide a highly-acclaimed competitive advantage for the City of Irving.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: Actively looking for ways to help people and provide exceptional customer service including a practice of determining code alternatives to provide customer valued solutions to their code and ordinance challenges.
- Effective, Clear Expression: Communicating information and ideas so others will understand concepts in order to rectify issues with projects.
- Persuasion: Convincing others to approach things differently, which includes instructing and explaining to customers how to get to their desired end result within regulatory requirements.
- Composure under Duress: Remaining composed and making sound decisions during stressful or sensitive circumstances.
- Functional Supervision: Motivating, developing, and directing people as they work.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

Architects, Engineers, contractors, Boards and Commissions, citizens and property owners, Texas Department of Licensing and Regulation, Texas Board of Professional Engineers, Texas Board of Architectural Examiners, International Code Council, Las Colinas Association, Dallas County Utility and Reclamation District, Dallas County Appraisal District, US Post Office, Tarrant County 911, North Texas Chapter of International Code Council, North Texas Council of Governments (Building and Energy), etc.

EQUIPMENT AND PROPERTY

This position utilizes a computer, printer, scanner, large format scanner, plotter, cell phone, phone system, copier, architect's and engineer's scales, and an automobile.

PHYSICAL DEMANDS

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.*

The employee constantly is required to listen and see. Frequently, s/he is required to balance, carry, grasp, handle, feel, kneel, lift up to 50 pounds, pull, push, sit, stand, stoop, talk, and/or walk. S/he occasionally is required to reach and drive a vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Typical office environment; the noise level in the work environment usually is moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.