City of Portland Job Code: 30000730

CLASS SPECIFICATION Plan Review Supervisor

FLSA Status: Exempt Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, supervises and participates in the review and evaluation of building plans to determine their compliance with building and mechanical codes; directs the computing and verifying of fees and the issuing of building permits; administers appeals; plans and directs the work of technical staff; evaluates and participates in developing policies and procedures; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The responsibilities of incumbents in this class include the supervision of a group of technical plan check and building permit staff. Assignments are general and of a continuing nature, requiring the exercise of considerable judgment and independence in the interpretation and/or application of codes and regulations for assigned areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

- 1. Plans, directs and evaluates the work of a group of technical plan check and permitting staff in reviewing and evaluating residential and commercial building plans, and in applying building code provisions to determine compliance with provisions for safeguarding health, safety, welfare, comfort and security; develops and applies procedures to achieve annual goals, objectives and work standards.
- 2. Initiates code enforcement processes, coordinating this work with other divisions and bureaus.
- 3. Administers the appeals process to administratively adjudicate appeals from staff decisions applying code provisions with which builders take issue, after attempting informal resolution, represents the bureau before the appeals board; conveys and interprets board decisions.
- 4. Plans and schedules work, estimates staffing needs, and assigns projects, reviews project progress and establishes priorities for completion; resolves priority conflicts and ensures work is accomplished in a timely and fiscally responsible manner.
- 5. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions and subject to director and City management concurrence.

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- 6. Provides leadership and works with staff to create a high-performance, service-oriented work environment that supports the City's and bureau's missions, objectives and service expectations.
- 7. Provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Building plan, design and construction principles, practices, symbols and terminology, current trends, codes, regulations, standards and laws.
- 2. Structural stress analysis methods and terminology
- 3. Administration, planning, organization principles and program planning techniques.
- 4. Budget, personnel, cost control and administrative practices and policies.
- 5. Information technology and computer capabilities applicable to functional responsibilities.

Ability to:

- 1. Plan, assign, supervise and coordinate the work of technical subordinates.
- 2. Apply federal, state and city laws, codes, standards, building plan and construction concepts and practices.
- 3. Review and interpret plot and structural building plans and documents, codes, ordinances, regulations and complex technical documents.
- 4. Perform mathematical and statistical calculations sufficient to analyze plans and prepare reports.
- 5. Communicate complex technical matters to non-technical individuals, including policy makers.
- 6. Interact effectively, engage in problem solving and team building, and partner with citizens, community groups, builders, developers and property owners.
- 7. Establish and maintain effective working relationships with a diverse workforce and community.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in engineering, construction management, or a closely related field; and at least four years of progressively responsible construction management or inspection, plan check or building permit experience. Experience in a public agency is preferred.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in

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part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

3223 PLAN REVIEW SUPERVISOR. Adopted: 11-19-85; Revised: 09-10-90, 07-01-92

Revised: 09-22-05 (Revised to reflect higher level policy and program development responsibilities.)

June 2009 - Change Job Class number from 7761 to 30000730, due to system change.

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