Job Title: Engineering Plans Examiner II

Department: Engineering

Immediate Supervisor: Senior Civil Engineer

Origination Date:	**11/01/2008**
Revision Date:	**07/01/2012**
Job Grade:	**808**
FLSA Status	**Non-exempt**

BRIEF DESCRIPTION OF THE JOB:

Performs residential and commercial plan reviews by applying knowledge of applicable codes, ordinances and standards. Writes letters, interprets codes and coordinates reviews with other City departments. Provides direction to the public, architects, engineers, developers and contractors regarding City development and permitting processes.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Reviews and comments on construction improvement plans and reports for water, sewer, reclaimed water, paving, landscape, street light, traffic signal, signing & striping, grading & drainage, fire line, and storm water pollution prevention. Ensures these documents comply with applicable codes, ordinances, standards, and amendments governing uniform construction.
2	L	Assists Plans Examiners and other City staff by recommending changes in codes to resolve interpretation problems and to accommodate and control new methods and materials.
3	S	Works directly with external customers and City staff to resolve potentially challenging situations.
4	S	May attend pre-application meetings and other meetings and provide external customers with guidelines to comply with city standards and ordinances and presents known issues on projects.
5	S	Reviews and approves in-lieu payments for infrastructure improvements that are not being constructed at the time of project development. Collects and manages bonds.
6	S	Reviews and comments on site plans, preliminary plats, final plats, maps of dedication, preliminary and master reports for water, sewer, reclaimed water, traffic, and drainage. Ensures these documents comply with applicable codes, ordinances, and standards. Assists in the review of rezone applications and general plan amendments.

	Physical Strength Code	ESSENTIAL FUNCTIONS
7	L	Discusses plan and report requirements, permit procedures, status reviews, problem areas, changes needing corrections, and contractor responsibilities with City staff and external customers. External customers include property owners, developers, contractors, engineers, architects and consultants, and general public.
8	L	Provides clear, accurate, and concise written, redline, and verbal directions to other City departments and external customers.
9	L	Approves or denies plans and reports as appropriate. Signs off on and if necessary obtains additional signatures as required for approved plans and reports.
10	L	Conducts field reviews when necessary to identify and help resolve potential difficulties associated with a plan review.
11	S	Prepares and maintains records of plan reviews, and enters project data into the City's computerized tracking systems. Assist with the development, maintenance, and training in the use of the electronic plan review software.
12	S	Performs other duties as assigned.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience (external)	Minimum of three years experience in a related field.
Certifications and Other Requirements	Valid Arizona Operator's Driver's License.
Reading	Work requires the ability to read general correspondence, engineering documents, code books, installation standards, technical manuals, and reports at a college level.
Math	Work requires the ability to perform engineering calculations, algebra, geometry, and general math calculations.
Writing	Work requires the ability to write general correspondence, memorandums, handouts, letters, and reports at a college level.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure. An example would be a "II" advising a "I".
Policy/Decision Making	Significant – The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized.
Technical Skills	Broad Application – Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of programs, solutions for complex issues, and/or processes. Independent judgment and decision-making abilities may be necessary to apply technical skills effectively.
Interpersonal / Human Relations Skills	Moderate – Interactions may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At counter, copier, fax machine, filing, inspections, presentations
Sitting	F	Computer, desk work, plan reviews, answering telephone, meetings, driving
Walking	F	Inter-office, to/from other departments, field reviews, inspections
Lifting	O	Files, plans, equipment
Carrying	O	Files, plans, equipment
Pushing/Pulling	R	Doors, chairs, file cabinet drawers, removing debris during investigations
Reaching	O	Filing, plans, conductin investiations
Handling	F	Plans, documents, books, reports
Fine Dexterity	F	Computer keyboard, writing, telephone keypad, calculator
Kneeling	R	Field reviews, inspections, investigations, observations
Crouching	R	Field reviews, inspections, investigations, observations
Crawling	R	Field reviews, inspections, investigations, observations
Bending	R	Field reviews, inspections, investigations, observations
Twisting	R	Field reviews, inspections, investigations, observations
Climbing	O	Stairs, ladders, conducting investigations, observations
Balancing	O	Stairs, ladders, conducting investigations, observations
Vision	C	Computer, desk work, writing, reading, use of office equipment, filing, researching, investiations and observations
Hearing	C	Telephone, co-workers, staff, supervisor, planners, technicians, builders, contractors, engineers, architects, meetings, training, presentations, investiagtions and listening for alarms
Talking	F	Telephone, co-workers, staff, supervisor, planners, technicians, builders, contractors, engineers, architects, meetings, training, presentations, investigations
Foot Controls	R	Driving
Other(specify)	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Telephone, copy machine, fax machine, general office supplies, computer, standard Microsoft Windows and Office software, Lotus Notes, H.T.E, calculator, Internet, AutoCAD, ArcView.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	S	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	S	Warehouse	
Electrical Hazards	N	Noise and Vibration	S	Shop	
Fire Hazards	N	Fumes and Odors	S	Vehicle	
Explosives	N	Wetness/Humidity	S	Outdoors	
Communicable Diseases	N	Darkness or Poor Lighting	S	Other (see 2 below)	X
Physical Danger or Abuse	N				
Other (see 1 below)	Y				

(1) Construction hazards at areas of proposed or ongoing construction.
(2) Areas of proposed or ongoing construction.

WORK SCHEDULE POSSIBILITIES	
Rotating Shift Work	
24 Hour Shift Work	
Work on Holidays	
Work on Weekends	
Typical 40 Hour Work Week	X
Overtime	
On Call/Call Out	

PROTECTIVE EQUIPMENT REQUIRED:

None.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

(3)

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk – uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary – anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date

Comments:_____

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.