



# City of Tempe

## PLAN CHECK ENGINEER I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	317	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development	<i>Salary / Hourly Minimum:</i>	\$60,336
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$81,453
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Plan Check Engineer+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS
<p>The role of a Plan Reviewer in the City of Tempe is to provide the best plan review services possible with an emphasis on excellent customer service. This means the plan reviewer uses their exceptional code knowledge to the benefit of all customers. In this sense the plan reviewer’s customers include such people as the building owner, business owner, architect, engineer, superintendent, permit technician, inspector, tenant, resident, coworker, etc. All who have a stake in the construction process or in the use of a finished building are to be considered customers. As customers, they are always treated with respect and when problems arise the plan reviewer uses their exceptional knowledge in a problem-solving mode to the benefit of the associated customers. The goal therefore is for the plan reviewer to use their exceptional code knowledge and knowledge of the City of Tempe’s programs and processes to the benefit of all customers, ensuring the minimum code standards are incorporated in the built environment.</p> <p>This is the entry-level professional class in the Plan Check Engineer series. This class is distinguished from the Plan Check Engineer II+ by the performance of less complex duties and requiring only the ICC Building Plans Examiner certification or equivalent certification as determined by the building official.</p>

REPORTING RELATIONSHIPS
<p>Receives general direction from the Plan Review Manager or from other supervisory or management staff. May receive functional and technical guidance from a Plan Check Engineer II+.</p>

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three years of responsible building construction or design experience with commercial, industrial, multi-family and residential projects, including experience in general building code review including structural components, mechanical, electrical and plumbing systems.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil, structural, mechanical, electrical engineering

	or degree related to the core functions of this position or equivalent related job experience.
<i>License / Certification:</i>	Possession of and maintains current, or required to obtain within 12 months of hire, an ICC Building Plans Examiner or equivalent certification as determined by the building official.

## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform professional plans and engineering examination work to ensure compliance with building, mechanical, electrical and plumbing codes, and zoning ordinance.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Examine plans and specifications for pre-determined types of projects at Permit Center front counter to allow over-the counter permit issuance.
- Examine plans and specifications for residential, commercial, industrial and multi-family projects to determine compliance with the provisions of the City's building, mechanical, electrical, plumbing codes, fire protection requirements, accessibility requirements, and zoning ordinance.
- Identify defects or inadequacies; prepare plan check correction reports and require that plan corrections be made to meet the requirements of applicable City codes.
- Approve plans that comply; approve permits for construction.
- Analyze engineering design and calculations.
- Evaluate test reports and calculations such as truss reports, hydraulic calculations, electrical load calculations, soil analysis reports, etc.
- Confer with architects, engineers, contractors and owners on proposed projects to resolve problems; provide technical information and recommendations during review of requests to use alternate materials or modifications to code provisions.
- Make field inspections to determine engineering integrity or proper installation of unusual design, materials or equipment.
- Identify defects or inadequacies found; require that deficiencies be corrected to meet requirements of applicable codes.

- Respond to questions and advise architects, engineers, building owners, and the public regarding all codes and zoning ordinances; may advise building inspectors of unusual design, construction or installation problems.
- Classify and log new projects for plan review; create plan review, project and site data files on automated permit system; enter permit data into the system; revise data as project status and details change.
- Perform other duties as assigned.
- Physically present to perform the duties of the position.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Pending

**COMPETENCIES**

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*  
[City of Tempe, AZ : Competencies](#)

**JOB DESCRIPTION HISTORY**

*Effective November 1988*  
*Reviewed August 1993*  
*Revised September 2006*  
*Revised February 2007 (flex class)*  
*Revised November 2010 (Removed optional driver's license statement)*  
*Revised December 2015 (Update distinguishing characteristics, job duties, and min qualifications)*  
*Revised January 2019 (Update job title, distinguishing characteristics, reporting relationship & license/certifications)*