



CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION

Plan Review Official

Job Code: 404310	
Service Area: Community Services	
Service Unit: Building & Rental Services	
Salary Grade (Non-Union): 9	Pay Scale (Union): N/A CP: No
Exemption Status: Exempt	
Accountable To: Building Official	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: Yes	
Responsible for supervising the following positions: Development Services Inspector	
Description Prepared By Lisha Turner-Tolbert 6/1/2021 HR Review – CL, SS 6/30/2021 Reviewed by external Compensation Consultant Mark Nottley 6/24/2021 Legal Review – MT 7/9/2021	

Date Job Description Finalized

7/9/2021

Role Summary

This position is responsible for the daily functions of plan review management of external intake, third party plan review source and internal plan review staff. This position will also be responsible for development of in house plan review structure and facilitating plan review in the City enterprise software.

Duties

Duties are performed under the direct supervision of the Building Official or designee and may include the following:

Essential Duties

- Implement new processes to accommodate changes required for new city-wide software.
- Supervises plan reviewers who conduct multi-discipline plan review tasks on more technically complex projects.
- Responsible for advising upper management Quarterly on budget forecast.
- Assign work to 3rd party plan reviewer, check plans recommended for approval for accuracy and that plans are returned within required time allowances.
- Facilitate and manage contracts with third party plan reviewer and evaluation service level of future contracts.
- Coordinates and conducts meetings with staff to ensure consistency with plan reviews.
- Makes recommendations and/or carries out the selecting, hiring, training, evaluating, and disciplining of employees in accordance with union contracts
- Responds to questions regarding building and city code requirements/ordinances, building permit applications and procedures.
- Evaluates and manages, plan review workload, business license reviews, and special projects of plan examiners.
- Focus on bringing plan review back in house. This will include staffing recommendations and the supervision of any additional inhouse plan review staff.
- Researches and responds to requests for plan revisions and code clarification at any stage of a project.
- Conducts employee evaluations, plan review quality control, and spot checks.
- Represents the Building Division at scheduled pre-application meetings with private developers.
- Attends pre-submittal and pre-construction meetings with applicants, contractors, and owners to provide technical assistance for their projects.
- Works collaboratively with other City departments to ensure proper procedures have been followed.
- Coordinate with administrative staff on application processes, submittals and approvals.
- Must maintain all required certifications and continuing education to maintain licenses and stay current in the building industry.
- Must pursue ICC certifications and other opportunities for professional development relevant to the building industry.
- Responsible for meeting established metrics that are reported to city management and City council.

- Attends and participate in planning site plan meetings, for upcoming new construction-resubmittal meetings, development review committee meetings, and site administrative amendment meetings.
- Assists Building Official and Deputy Building Official when requested.
- Assists and fills in as necessary for the Code Compliance Official.
- Perform other related duties as required.

Related Work

- Performs other related duties as assigned

Knowledge of: (position requirements at entry)

- Principles and techniques of effective supervision, including training and evaluation processes.
- Practices and principles of effective business communication.
- Implementing and following administrative, Human Resource and contracts requirements
- Knowledge of personal computers with related software applications with a windows operating system.
- Knowledge and application of construction materials, municipal and building codes, and local ordinances and procedures.
- Knowledge of general safety regulations including construction site safety and PPE

Skills and Ability to:(position requirements at entry)

- Plan, direct, and coordinate plan review with staff.
- Read and comprehend construction plans.
- Understand intent of the Michigan building codes at the federal, state, county, and local level.
- Excellent leadership, consulting and interpersonal skills.
- Supervise, train and evaluate employees for efficient and effective delivery of services.
- Communicate clearly and concisely, both verbally and in writing.
- Handle multiple tasks and projects, set appropriate priorities, and meet deadlines.
- Develop and maintain a collaborative and respectful working relationship with customers, staff and other city departments.
- Handle stressful situations with tact and diplomacy while maintaining a high level of customer service.

Equipment

Computer/laptop, FAX, phone, Plan Review Software

Education, Training and Experience (position requirements at entry)

Required:

- Associates Degree, or two years of college-level course work, in engineering, architecture or a directly related field, or equivalent industry experience.
- At least four (4) years of progressively responsible experience in plans review or inspections for code compliance.
- The City of Ann Arbor, at its discretion, may consider an alternative combination of formal education and work experience.

Preferred:

- At least three (3) years of supervisory or lead work experience

Licensing Requirements (position requirements at entry)

- Must possess State of Michigan Act 54/407 Building Plan Review certification.
- Valid driver's license

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The physical ability to climb/balance: climb stairs, ladders, inclines, uneven surfaces where balance is required; drive, stoop, bend, kneel and crouch; stand and walk for extensive periods of time; reach, push, pull, lift, grasp, feel, hear, see, talk and perform repetitive motions.

The ability to safely operate a motor vehicle.

The ability to safely maneuver in and around construction sites. The ability to traverse on rough, uneven terrain, as well as wet and slippery surfaces to access work areas. Work requires the ability to stand and walk for extended periods of time. The work may occasionally require the ability to move and lift objects weighing up to 20 pounds such as files, supplies, mail and equipment.

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