

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Senior Plan Examiner/ Code Development Specialist

**CLASS CODE:** 4235

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification review and approve plans, specifications and calculations submitted for building permits in order to ensure compliance with applicable city ordinances. Incumbents draft ordinances for building and related codes.

### **DISTINGUISHING CHARACTERISTICS:**

This is a journey-level professional classification in the General Engineering Series – Professional Plan Examination Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. The distinguishing characteristics of this classification include drafting ordinances for building and related codes and reviewing plans for complex construction projects.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

### **EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Reviews and approves plans submitted with applications to obtain building permits; reviews supporting data such as calculations submitted with permit application.

Drafts ordinances for city construction codes; testifies before the Board of Aldermen regarding such ordinances; orders code books and prepares abstracts for field inspectors.

Testifies before the Board of Building Appeals regarding incidents of variance from city codes.

Conducts field inspections to assess structural integrity and safety of buildings.

Represents division in meetings with developers, architects, and contractors regarding permit applications and associated problems.

Responds to telephone inquiries for information on flood plains; maintains “hot spot” desk and responds to the public on small projects; assists public with preparations of drawings for permit applications.

Communicates with multiple city agencies regarding rules related to permit applications; acts as a liaison between Building Division and building officials and code administrators.

Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

#### **Human Interaction:**

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

#### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer, motor vehicle and/or materials used in performing essential functions.

#### **Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as architectural drawings, calculations, building codes, maps, and non-routine correspondence.

#### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; perform moderately complex algebraic, geometric and trigonometric operations; ability to utilize principles of differential and integral calculus.

#### **Functional Reasoning:**

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

#### **Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

#### **Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, odors, rain, fumes, temperature and noise extremes, traffic hazards, or irate individuals.

**Physical Requirements:**

Requires the ability to lift, carry, push, and pull moderately heavy objects and materials, twenty to fifty pounds, such as moving plans from one area to another.

Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of stooping or crouching in order to move items.

**Sensory Requirements:**

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, such as testifying at board meetings or reviewing maps.

**Education and Experience Statement:**

Bachelor's degree in Architecture, Engineering or a related field with three to five years professional experience in plan review, building design and construction and knowledge of city codes and ordinances or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Special Requirements:**

Possession of a valid state driver's license.

Possession of Registered Architect or Professional Engineer.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.