



PLANS PROCESSING AIDE, T

Occupational Code: 9435

Salary Range: 26T

Status: Temporary

FLSA: non-exempt

Established: 1/00

Revised:

This is specialized, advanced level clerical work in organizing and coordinating the plans review process in various departments. An employee in this department is responsible for organizing, coordinating, and ensuring the orderly and timely processing of construction/building plans to be reviewed by the respective trade discipline. Prioritizes the building plans review process with the Plans Examiners. Responsible for working directly with professionals facilitating the plans review process, providing assistance and general oversight to ensure that plans are reviewed and approved by each construction/building trade area, in accordance with policy and procedure. An employee in this class should possess considerable knowledge of the policy and procedures regarding the plans review process. Supervision is received from the Section Supervisor or an Assistant Director.

The duties of this position include, but are not limited to, the following: organizing and coordinating activities related to the review and processing of construction/building plans within established procedures; organizing and coordinating the plans review process of all sections to ensure that plans are reviewed by each section in a timely manner, and ensuring quick resolution of problems as they occur during this process; scheduling and prioritizing the order in which plans will be reviewed; maintaining records of all plans in the review process; inputting data in the computer system to maintain quality control of the plans review process and their pending status; providing written and/or verbal notification to applicants as required; and explaining and instructing applicants as to procedures and requirements of the review process.

REQUIREMENTS:

High school graduation or its equivalent and considerable (2 – 4 years) responsible clerical and heavy public experience, preferably in the field of construction management or in an agency responsible for code administration, permits or plans processing.

OR

Equivalent combination of training and experience.