



PLANS PROCESSING AIDE

Occupational Code: 2153

Salary Range: 19A

Status: Classified

FLSA: Non-exempt

Established: 8/96

Revised: 03/02

NATURE OF WORK:

This is specialized, advanced level clerical work in organizing and coordinating the plans review process in the Code Administration Division of the Department of Building.

An employee in this position 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 Examiner. Responsible for working directly with the public explaining 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 procedures.

ESSENTIAL FUNCTIONS: (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Organizes and coordinates activities relating to the review and processing of construction/building plans within established procedures.

Organizes and coordinates the plans review process of all sections to ensure that plans are reviewed by each section in a timely manner; ensures quick resolution of problems as they occur during this process.

Schedules and prioritizes the order in which plans (walk-through/drop off) will be reviewed.

Maintains records of all plans in the review process.

Inputs and outputs data in the computer system to maintain quality control of the plans review process and the pending status.

Provides written and/or verbal notification to applicants as required.

Explains and instructs the applicants (contractors, architects, owners, general public) as to procedures and requirements of the review process.

May supervise lower level clerical staff assisting with logging, distributing and tracking of plans for review.

Performs other related duties as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Considerable knowledge of the principles and practices of office management.

Considerable knowledge of the policy and procedures regarding the plans review process.
Ability to utilize computer technology as a means to perform duties of the job.

Ability to establish, develop and maintain detailed records covering activities of the Plans Processing Section.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to organize, coordinate and supervise work activities.

REQUIREMENTS:

High school diploma and some (6 months – 2 years) experience in construction operations; or building or construction experience in the governmental arena.

OR

Equivalent combination of training and experience beyond a high school diploma.

TOOLS AND EQUIPMENT:

Personal computer, copier, fax machine, telephone, 2-way radio, calculator.

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

This is sedentary work in an office setting. While performing the duties of this job, the employee is frequently required to sit, walk, talk or hear; reach above and below shoulders; use hand and finger dexterity, keyboarding. The employee may be required on rare occasions to lift up to 14 lbs.

WORK ENVIRONMENT: (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The noise level in the work environment is quiet to moderately loud.