

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SUPERVISING PLAN REVIEW SPECIALIST - 1928**

**DEFINITION:**

Under direction, to supervise the work of Plan Review Specialists in reviewing building plans for compliance with applicable building, zoning, Title 24, engineering, water, and sewer regulations at a public plan check counter; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This class serves as the first-level supervisor over a unit of Plan Review Specialists at the plan check counter.

**\* EXAMPLES OF DUTIES:**

- Plans, directs and supervises subordinates engaged in the review of building plans for compliance with applicable codes and regulations and issuance of engineering, water and sewer, and building permits;
- Develops plan review and permit issuance policies and procedures;
- Interprets, reviews, and evaluates plan review and permit issuance policies and procedures in response to changes in building codes and local ordinances;
- Provides technical guidance and direction to subordinates;
- Reviews and evaluates plans for completeness, determines the appropriate review and approval process, assesses fees, sets-up projects for review, and acts as point of contact during the review, approval, and inspection process;
- Prioritizes and plans the work of the section;
- Trains and evaluates the work of subordinates;
- Prepares reports and correspondence;
- Assists subordinates with the more complex plan checks;
- Responds to questions from the public, developers, and others regarding building regulations and permit requirements.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

One year of full-time experience performing plan review using the policies and regulations of the California Residential Code of Regulations, Green Building Code, Title 24 Energy Conservation, Electrical, Mechanical, Plumbing, and/or Land Development Codes (zoning regulations) at a level equivalent to a Plan Review Specialist IV with the City of San Diego; **OR** two years of full-time experience performing plan review using the policies and regulations of the California Residential Code of Regulations, Green Building Code, Title 24 Energy Conservation, Electrical, Mechanical, Plumbing, and/or Land Development Codes (zoning regulations) at a level equivalent to a Plan Review Specialist III with the City of San Diego.