

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **PRINCIPAL PLAN REVIEW SPECIALIST**

##### **DEFINITION:**

Under direction, to plan, direct and coordinate, through subordinate supervisors, the permit services and public plan check functions; and to perform related work.

##### **DISTINGUISHING CHARACTERISTICS:**

This class serves as a second level supervisor over a staff of Plan Review Specialists.

##### **\* EXAMPLES OF DUTIES:**

- Plans, directs, and coordinates through subordinate supervisors the operations of several units of Plan Review Specialists;
- Develops section policies and procedures;
- Implements training plans;
- Serves as the Department expert on permit issuance rules and procedures;
- Coordinates the implementation of new ordinances;
- Serves as a liaison with other City departments and outside agencies;
- Reviews, responds to, and resolves complex and sensitive client appeals;
- Selects, assigns, trains and rates the work of subordinates.

##### **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 Announcement for updated minimum qualifications.

Three years of experience in the review of building plans for compliance with applicable codes and regulations pertaining to the issuance of engineering, water and sewer, and building permits, including one year of supervisory experience equivalent to the City of San Diego's classification of Supervising Plan Review Specialist.

- \* **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.