

## **CLASS SPECIFICATION**

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

#### **SUPERVISING PLAN REVIEW SPECIALIST**

##### **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 in the Information and Application Services Division.

##### **\* 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;
- 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 Announcement for updated minimum qualifications.

Two years of experience performing Uniform Building Code, zoning, and structural plan checks as a Plan Review Specialist III with the City of San Diego; **OR** one year of experience as a Plan Review Specialist IV with the City of San Diego.

- \* **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.