

**REGIONAL BUILDING DEPARTMENT**  
**Plan Review Engineering Supervisor**  
**Job Description**

**Job Title:** Plan Review Engineering Supervisor  
**Reports To:** Regional Building Official

**Department:** 9803 Permits  
**Classification:** Exempt

**Position Summary:**

The Plan Review Engineering Supervisor is responsible for directing, managing, supervising and coordinating assigned plan check activities and operations within the Regional Building Department and for providing highly responsible and complex administrative support to the Building Official.

The Plan Review Engineering Supervisor works closely with architects, designers, contractors and the public in administering the processing of plans submitted for building permits. This position serves as a resource for Plans Examiners and Plan Review Technicians as they review building plans for completeness, accuracy and conformance with applicable building codes, ordinances, and national standards. The Plan Review Engineering Supervisor may assist with performing structural engineering analysis of structures where complex computations must be made. Prepares written reports and maintains records of work performed.

**Supervision:** Plans Examiners, Plan Review Technicians

**Core Values:**

- Demonstrates ability to work under pressure with minimal supervision.
- Displays dependability through attendance, follow through and completion of tasks.
- Shows teamwork by cooperating with others, exhibiting a positive attitude and communicating openly, consistently and directly. Listens to others.
- Creates satisfied customers by providing exceptional customer service. Takes initiative and acts in a responsible manner. Shows flexibility within established parameters.

**Essential Job Functions:**

- Assumes management responsibility for assigned plan review activities and operations.
- Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within group policy, appropriate service and staffing levels.
- Plans, directs, coordinates and reviews the work plan for plan review staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff and clients to identify and resolve problems.
- Oversees records management systems which contain all engineering design and architectural construction drawings, plans and specifications for assigned projects.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Performs related duties and responsibilities as required.

**Supervisory Job Functions:**

- Inspires a shared vision and direction for employees.
- Delivers results in achieving departmental goals and objectives.
- Focuses on the customer by providing a timely, courteous and objective response.
- Helps manage change. Seeks innovation by looking for new and better ways to provide services.
- Demonstrates respect for others. Values people.
- Develops self and others both personally and professionally.

- Communicates with candor, openly and positively. Provides direct and timely feedback to employees.
- Acts in the best interests of the Regional Building Department.

**Qualifications:**

Must possess and maintain a valid Colorado Driver's License. Must be computer literate in order to retrieve, update and keep accurate details concerning construction projects, building and occupancy permits and inspection results. Must be able to operate specialized engineering computer software and hardware. Must have advanced knowledge of applicable ordinances and codes. Must possess the ability to examine plans, blueprints and specifications, and to interpret and work from them. Must be able to use architectural and engineering scientific scales, calculators, computer and office equipment and perform advanced mathematic calculations. Must have ability to analyze problems, identify alternative solutions, project consequences of proposed actions then implement recommendations in support of goals. Must be able to answer phones, write reports and deal with the public. Must have knowledge of human relations. Prefer experience dealing with the public in a regulatory setting. Must be able to communicate effectively, both verbally and in writing. Must be detail oriented in order to review plans and ensure compliance with regulations and code. Must be self-motivated and be able to make decisions and interpretations with limited supervision. Must be able to select, supervise, train, evaluate staff, be self-motivated and able to make decisions.

**Education and Experience:**

Must have a minimum of Bachelor of Science degree in Structural; Civil Engineering; Architecture or related fields and five years of progressive structural engineering experience or experience in plans review, building inspection, fire inspections or construction contracting or equivalent combination of education and experience. Prefer two years of administrative and supervisory responsibility. Must become licensed as a Professional Engineer (PE) or Architect with the State of Colorado and obtain ICC Plans Examiner Certification within 18 months of hire. Must have experience in dealing with the public.

**Physical Demands and Work Environment:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms. The employee is required to sit. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**NOTE: A Board of Commissioners independently governs the Pikes Peak Regional Building Department. As a result, individuals employed by this enterprise are not employees of the City of Colorado Springs.**

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**Employee Signature**

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**Review Date**