



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 798.6

Job Title: **PLAN ANALYST SUPERVISOR**

Pay Grade: 22

### **GENERAL SUMMARY:**

Oversees and coordinates personnel to revise and analyze mechanical and electrical building plans and specifications.

### **RESPONSIBILITIES:**

- Supervises personnel in planning reviews of commercial buildings for compliance with building, mechanical and fire codes.
- Enters data into a computer to issue building permits.
- Consults with architects, engineers, contractors and the general public on preliminary plan reviews, permit requirements and related ordinances and procedures.
- Interfaces with other technical disciplines and departments on code enforcement and plan review processes.
- Responds to inquiries concerning code requirements.
- Approves construction documents for issuing building permits.
- Conducts field inspections involving structural integrity and safety guidelines.
- Reviews and writes requirements for plans which do not meet City building codes.
- Analyzes construction and material standards.
- Researches letters of utility commitments and construction records.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a related Associate's degree, such as Building Inspection, or the equivalent. May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

#### **EXPERIENCE:**

Four years of skilled, journey level experience in building trades, inspection or plan examining in the area of analysis to be performed are required.

#### **Substitution:**

A bachelor's degree in Construction Management, Building Inspection, Architecture, Engineering or a closely related discipline may be substituted for the above education and two years' experience requirement.

Two additional years of skilled, journey level experience in building trades, inspection or plan examining in the area of analysis to be performed may be substituted for the above degree requirement.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hirings, terminations, and pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above description.

## **JOB FAMILY:**

Plan Analyst  
Senior Plan Analyst  
Plan Analyst Supervisor

*Effective Date: October 1990*

*Revised Date: March 2017*