



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 798.2

Job Title: **PLAN ANALYST**

Pay Grade: 14

GENERAL SUMMARY:

Provides review and analysis of construction documents to ensure compliance with various codes, ordinances and regulations.

RESPONSIBILITIES:

- Analyzes and reviews applications and construction plans to determine life safety and quality standards to grant approvals for permits.
- Interprets and explains permit procedures to the public.
- Reviews commercial construction plans submitted for building permits.
- Meets with engineers, architects, contractors and general public to discuss construction project plans and specifications and reply to inquiries.
- Conducts preliminary reviews.
- Enters specification data into a computer.
- Researches letters of utility commitments.
- Performs various statistical calculations.
- May drive to and from construction sites.
- Researches 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:

Six months 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 experience requirements.

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

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

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 involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

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