CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 798.2

Job Title: **PLAN ANALYST**

Pay Grade: 16

GENERAL SUMMARY:

Reviews and analyzes 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 plan review and permit procedures to the public.
- Reviews residential and commercial construction plans submitted for building permits.
- Meets with engineers, architects, contractors and general public to discuss construction project plans and specifications and replies to inquiries.
- Conducts preliminary reviews with customers and building/construction professionals.
- 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 in Building Inspection, Construction Management or a field related to the work being performed. May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:
One year of skilled, journey level experience in building trades or inspection, or one year of experience in plan exam or permit reviews 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 or inspections, or two additional years of experience in plan exam, or permit review may be substituted for the above degree requirement.

SPECIFICATIONS: (continued)

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

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. 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 requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendar, 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 involves substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens from time-to-time may be irate.

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: December 2025