CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 798.3

Job Title: **SENIOR PLAN ANALYST**

Pay Grade: 18

GENERAL SUMMARY:

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

RESPONSIBILITIES:

- Examines and reviews construction documents to enforce code compliance.
- 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.
- Reviews corrected plans and/or resubmittals.
- Enters data into a computer to issue building permits.
- Analyzes construction and material standards.
- Researches letters of utility commitments.

SPECIFICATIONS:

KNOWLEDGE:
An Associate degree in Building Inspection or the equivalent is required. May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:
Two years of skilled, journey level experience in building trades, inspection or plan examining (which could include experience as a Permit Specialist) in the area of analysis to be performed are required.

Substitution:
Four 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 education and experience requirements.

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.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:
Errors in work could lead to moderate expenses and inconveniences. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

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 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 involves information exchange and/or simple service activity requiring moderate tact and cooperation.

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
Revised Date: October 2025