

**CITY OF TEXAS CITY**

**MAY 28 2019**

**JOB#**

**TITLE: PLANS REVIEW SPECIALIST**

**DEPARTMENT: ENGINEERING AND PLANNING**

**DIVISION: BUILDING INSPECTIONS**

**SUPERVISOR: CHIEF BUILDING OFFICIAL**

**JOB SUMMARY:**

Reviews proposed commercial, industrial and complex residential construction plans to ensure compliance with minimum building code and ordinance requirements. Determines whether plans submitted are adequate to transmit full information to field inspectors, are sufficient for a complete code review, and are in conformance with building codes and other standards. Issues permits. Makes field inspections throughout the City as necessary. Performs other related work as required.

Attendance is an essential function of this position. The City reserves the right to require an employee to work overtime. As a City employee you are required to provide services or perform duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation you may be required to remain to perform needed services.

**JOB SCOPE:**

No budgetary or supervisory responsibilities.

**PRINCIPAL DUTIES & RESPONSIBILITIES:**

**OVERALL STRENGTH DEMANDS:**

Sedentary  Light  Medium  Heavy  Very Heavy