

CLASS TITLE: DEVELOPMENT SERVICES PERMITTING EXAMINER

PURPOSE OF THE CLASSIFICATION: Under general supervision performs technical and review work on select residential construction plans and related documents to ensure compliance with the City of Tulsa's building, fire, stormwater, water/sewer and zoning codes and ordinances in Development's permitting process and other related assigned duties.

ESSENTIAL TASKS:

- Reviews residential site plans for platted easement encroachments, floodplain, water and sanitary sewer availability
- Reviews master drainage plans to determine requirements for residential building in floodplain areas
- Reviews septic reports in the applications and plans process to determine the approval or denial of connecting to the City of Tulsa's water and sewer mains
- Reads and interprets water and sanitary sewer engineering documents
- Determines and collects billing, connection permits, outside City of Tulsa front footage, citizen participation line and temporary tap fees
- Sets up escrow accounts for large meters and temporary plugs and initiates refunds
- Coordinates taps on 18 inch and larger water/sewer mains with Water Distribution and Underground Collections crews
- Keeps the utilities section updated on new tap connections and septic disconnections
- Maintains water and sewer documents and plots properties on engineering atlases
- Provides information for plumbers, inspectors, contractors, builders, engineers and the general public via the phone and in person, ensuring efficient customer service
- Maintains manual and computerized filing systems
- May be required to make field inspections
- Provides backup for sanitary sewer/water and addressing desks
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in construction technology/management, civil engineering or a related field; and three (3) years of responsible experience in construction, property development or plans acceptance and/or PALS; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of all types of building, construction, materials and methods related to duties and responsibilities; good knowledge of engineering principles associated to specific codes and ordinances (structural engineering for building code reviews or civil engineering for stormwater management reviews); and good basic knowledge of the City's construction codes and ordinances. Ability to read and interpret engineering plans, specifications, maps, plats and atlases; ability to plot legal descriptions; ability to enforce regulations; ability to prepare correspondence and reports; ability to operate computer system; ability to use engineering devices and reference materials; ability to communicate both verbally and in writing; ability to become proficient in the City's Permit and Licensing System (PALS); and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing and pulling up to 10 pounds; may be subject to walking over rough terrain or objects, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and a FEMA Floodplain Manager Certification within one (1) year from date of hire.

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WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather.

Class Code: 3554

EEO Code: N-05

Pay Code: OT-19

Group: Engineering, Planning, and Technical

Series: Subprofessional Engineering and Technical

Effective date: March 26, 2008