



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: PLAN REVIEW ENGINEER**

**BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 1875**

**PAY RANGE CODE: 23.2 MC REVISION DATE: 9/28/17**

## **NATURE OF WORK:**

This is engineering and supervisory work involving the examination of plans and specifications of buildings and other structures for accepted engineering practices and for compliance with the mechanical, electrical, plumbing, energy conservation, and other related codes adopted by the City. An employee in this classification performs plan reviews and oversees the work of professional subordinates in the examination of plans and construction documents. Considerable independence is exercised in the performance of these duties; however, general guidance is received from a supervisor.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Assigns work, provides direction, monitors performance, evaluates work and recommends the hiring, disciplining, and termination of subordinate employees.

Reviews plans and specifications for compliance with accepted engineering practices and with the mechanical, electrical, plumbing, and energy conservation codes and standards adopted by the City.

Assists supervisor in the administration and management of the division.

Confers with architects, engineers, contractors, and the public to explain and interpret code requirements and department policies.

Reviews codes and participates in the work of code review committees to develop recommendations for adoption of new construction codes.

Addresses community groups, schools, state agencies, professional organizations, and other groups regarding construction code and permitting requirements.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of modern construction practices, methods, materials, and equipment as applied to review and approval of mechanical, electrical, plumbing, and energy conservation systems.

Knowledge of municipal building, mechanical, electrical, plumbing, and related ordinances.

Skill in making complex engineering and mathematical calculations and in the use of engineering devices and reference materials.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to administer sound principles and practices of organization, personnel, and financial management to the operation of a large municipal division.

Ability to supervise subordinates to include assigning work, providing direction, monitoring performance, and recommending the hiring, disciplining and termination of employees.

Ability to communicate complex code requirements and interpretations in a clear and professional manner.

Ability to understand oral or written instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit from 76 to 100% of the time; and to reach, stand, bend, stoop, lift, type, and walk up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Mechanical or Electrical Engineering or a related field

AND

Progressively responsible experience in the design of mechanical, electrical, or plumbing systems, including the preparation or review of plans with at least two (2) years in a supervisory capacity. Experience in the construction and/or inspection of commercial projects desired

**SPECIAL QUALIFICATIONS**

Must be a Professional Engineer licensed in the State of Nebraska.

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noise.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Printer  
Scanner

Telephone  
Engineering Instruments

Copier  
Microfilm Viewer

Previous Revision Date(s): 1/29/08