

Plan Reviewer/Engineering Tech

Job Description



FLSA Status: Non-exempt

Hiring Range: \$27.07 to \$31.83 per hour

Salary Range: \$27.07 to \$36.62 per hour

DEFINITION OF WORK

Performs plan review of Grading, Erosion and Sediment Control (GESC) reports and drawings, record drawings, easement legal descriptions, and other related documents associated with land development, capital improvement, and public works projects. Provides customer service research and investigates drainage concerns and other inquiries from partner agencies and the public.

SUPERVISION RECEIVED

Works under the supervision of the Land Development Review Manager.

SUPERVISION EXERCISED

None.

EXAMPLES OF DUTIES

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The duties or essential functions of this job may be modified at any time.

- Provides independent review and prepares comments on GESC reports and plans, water control plans, easement legal descriptions, record drawings, collateral agreements, and other documents associated with the MS4 (Municipal Separate Storm Sewer Systems) Permit Programs, stormwater criteria, and land development codes.
- Works with inspectors to verify field changes to ensure they are noted on the final record drawings plan set.
- Investigates drainage concerns or complaints from residential property owners, business property owners, Homeowner Associations, and others. Research past documentation and perform field visits.
- Responds to public inquiries and complaints concerning storm drainage and construction site run-off control.

- Attend project coordination meetings and provide expertise to engineers, contractors, and developers related to GESC Plan review comments.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Ability to independently perform detailed review of construction drawings and reports with supervision.
- Ability to interpret, review and provide technically defensible comments on construction related plans, and reports, specifically understanding of topographical and/or water level contours as they apply to drainage at a site.
- Ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with staff, engineers, contractors, other professionals, and the general public.
- Specific knowledge of principles and practices of surveying with an emphasis on easement legal description language.
- Specific knowledge of engineering methods, materials, and techniques used in the design, construction and maintenance of stormwater infrastructure and water quality BMPs associated with land development and other construction projects.
- Knowledge of land development processes and understanding of planning, zoning and land development code standards.
- Ability to use and operate computers and related software, specifically competent at word processing and records management software.
- Basic knowledge and understanding of legal document research.

EDUCATION AND EXPERIENCE – a combination of education and experience will be considered that is equivalent to those requirements listed.

- Associate’s Degree from an accredited college or university, with course work in civil engineering, surveying, construction management, or a closely related field preferred.
- A minimum of three (3) years of experience in construction management, surveying, plan review, inspection of stormwater facilities, or related field.
- Valid driver’s license and satisfactory driving record required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

The physical demands and work environment described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will be required to complete a pre-employment physical.

PHYSICAL DEMANDS

Spends 70% of the time sitting and 30% of the time either standing or walking.

Occasionally lifts, carries, pulls or pushes more than 20 lbs.

Occasionally climbs, balances, stoops, kneels, crouches, crawls, and reaches while operating in a field environment. Field activities are occasionally performed on un-level and slippery surfaces.

Constantly exercises full scope of visual capacity, as well as hands and fingers, in order to operate office equipment.

Constantly uses verbal and auditory capacity enabling face-to-face interpersonal communication and through automated devices, such as computers, telephones, etc.

Occasionally requires the ability to safely operate a motor vehicle.

WORK ENVIRONMENT

Work can be performed in the office, as well as in the field; this requires occasional exposure to weather elements or hazards associated with development sites under construction.

Definitions:

Occasionally – Activity exists less than 1/3 of the time.

Frequently – Activity exists between 1/3 and 2/3 of the time

Constantly – Activity exists more than 2/3 of the time

Application Deadline: Until Filled

Anticipated Start Date: March/April 2018

Application will be accepted through our website:

www.semswa.org/employment-opportunities.aspx

Please direct any correspondence to R. Jones/HR Manager:

rjones@semswa.org

Fax – 303-267-9551