

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## Plans Reviewer

**Department:** Community Development

**Pay Grade:** 511

**FLSA Status:** Exempt

**Job Code:** C406

### JOB SUMMARY

The purpose of this classification is to perform technical tasks on an analytical level in conducting initial and final plan reviews for grading and development permit applications ensuring compliance with City codes and standards. Work involves explaining codes and corrective requirements to developers, contractors, engineers, property owners, and the general public.

### ESSENTIAL JOB FUNCTIONS

- Reviews plans for development sites and construction projects to determine compliance with all applicable erosion and sedimentation control, and stream buffer standards and regulations. Assists in compliance with NPDES, including water quality improvement and protection, protection of receiving water bodies, and pollution prevention.
- Performs various reviews of plans and applications for compliance and completeness; reviews erosion control plans for compliance with established guidelines as stated in the Manual for Erosion and Sediment Control in Georgia and City of Roswell ordinances;
- Participates in various engineering related duties and communicates with internal and outside engineering representatives.
- Reviews and analyzes site plans for impact on adjacent developments, infrastructure layout, utility layout, grading and drainage improvements, general roadway and parking lot layout, erosion and sediment control, and stream buffer standards; coordinates development plan corrections with outside consulting engineers, property owners, and contractors; reviews civil plans for engineering and code compliance.

- Represents the engineering department in various meetings as necessary. May attend regional meetings to support the City's goals related to erosion control.
- Performs routine and non-routine administrative tasks in support of departmental operations; calculates fee parameters for development permits; prepares correspondence, reports and related documents; communicates with and responds to various groups and individuals; interacts with other City department representatives; participates in pre-application, plan review, and Board of Zoning Appeals meetings, as applicable.
- Conducts site visits to determine state waters and applicable buffers, in addition to site inspections during plan review as needed to understand existing site conditions.
- Conducts site inspections during all construction stages to review site conditions for compliance with approved land development plans relating to site development and erosion control.
- Operates a personal computer, printer, calculator, copier, fax machine, phone system, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software utilized within the department.
- Operates City motor vehicle in performance of daily duties.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree in Civil Engineering, Planning or closely related field; two to four years of experience in inspections, construction, plans review, civil engineering, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Possession of Georgia Soil and Water Conservation Commission (GSWCC) Level II Plans Reviewer Certification or the ability to obtain within six months of employment.
- Engineer in Training (EIT) or Professional Engineer registration in the State of Georgia is preferred but not required.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

#### **Special Requirements:**

- None

#### **Knowledge, Skills and Abilities:**

- Knowledge of and ability to interpret codes and ordinances.
- Knowledge of departmental operations and functions, including the principles and practices of land planning, development, surveying and plan preparation.
- Ability to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to use practical applications involving codes and zoning ordinances.

- Ability to review, understand and interpret design drawings, site plans, construction specifications, maps, and plats. Must be highly organized for inputting and recall.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

#### **PHYSICAL DEMANDS**

The work is primarily sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Some work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching, crawling, and climbing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*