

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	C406
FLSA:	E
WC:	9410
PG:	510
EEO:	3

CLASSIFICATION TITLE: PLANS REVIEWER

PURPOSE OF CLASSIFICATION

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.

Reviews plans for development sites and construction projects to determine compliance with all applicable stormwater, erosion and sedimentation control, and stream buffer standards and regulations. Assists in compliance with NPDES, including water quality improvement and protection, TMDL implementation, protection of receiving water bodies, and pollution prevention. Work involves explaining codes and corrective requirements to developers, contractors, engineers, property owners, and the general public.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs various reviews of plans and applications for compliance and completeness; reviews stormwater plans for compliance with established guidelines as stated in the Georgia Stormwater Management Manual and City of Roswell Stormwater Ordinance; reviews erosion control plans for compliance with established guidelines as stated in the Manual for Erosion and Sediment Control in Georgia; 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 design, grading and drainage improvements, roadway requirements, erosion and sediment control and stream buffer standards; coordinates development plan redline corrections with outside consulting engineers; 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 stormwater management, green infrastructure, and 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 Development Plan Review Team (DRPT) meetings.

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.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering, Planning or closely related field; three to five 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.

Level 2 Certification from Georgia Soil and Water Conservation Commission.

Engineer In Training (EIT) registration or a minimum of 4 years of relevant experience is required. Professional Engineer (PE) preferred.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must be able to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position. Must have a thorough understanding of and ability to interpret codes and zoning ordinance. Must have the ability to use practical applications involving codes and zoning ordinances. Must have thorough understanding of departmental operations and functions, including the principles and practices of land planning, development, surveying and plan preparation. Must have the ability to review, understand and interpret design drawings, site plans, construction specifications, maps, and plats. Must be highly organized for inputting and recall.

Data Utilization: Requires the 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.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the 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.

Functional Reasoning: Requires the 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.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (50 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.