



## **Planning and Development Coordinator**

Planning and Construction

Starting Pay Range: \$24.11hr - \$27.12hr

### **JOB SUMMARY**

This primary duty of this position is to coordinate with and direct applicants through the JWSC water and sewer plan review and construction approval process.

### **MAJOR DUTIES**

- Performs as main point of contact and liaison to applicants for all intake and reply throughout the JWSC plan review process.
- Reviews preliminary plats, construction drawings, site plans, specifications, final plats and record drawings for water and sewer projects to identify errors, conflicts, potential problems or non-compliance with applicable codes and standards.
- Interprets and applies applicable federal, state, and local ordinances, regulations, standards, specifications, policies and procedures.
- Provides technical assistance and information concerning water and sewer construction projects; responds to questions and complaints; researches and resolves problems; responds to requests for water and sewer line locations.
- Consults with design engineers who submit drawings and specifications for review.
- Coordinates construction activities with appropriate agency divisions, contractors, developers and property owners.
- Prepares and submits documents for Environmental Protection Division review of construction drawings and specifications; prepares plan review reports and drawings for approval.
- Maintains a thorough, comprehensive and organized compilation of all documents and reviews related to the application process.
- Prepares various reports, correspondence and project reports; records research for property requests, easements, abandonment requests, etc.
- Routinely represent JWSC policy at meetings with governmental, regulatory and customer meetings.
- Performs other duties as assigned by the Engineering Director.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Comprehensive knowledge of the JWSC development review process and construction standards.
- Knowledge of relevant county, city, state, and federal laws, regulations, and policies.
- Knowledge of current engineering and construction practices and procedures.
- Knowledge of plan review processes and procedures.
- Knowledge of modern office practices and procedures.
- Skill in the preparation and interpretation of engineering reports, maps, and construction drawings.
- Skill in the interpretation and application of rules, regulations, codes and ordinances.
- Skill in the use of computers and various software programs
- Skill in oral and written communication.

### **GUIDELINES**

Applicable federal/state/local ordinances, regulations, standards, and specifications as well as approved construction plans, specifications and guidelines. These guidelines require judgment, selection, and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied technical plan review duties. Strict regulations and the need to perform multiple tasks simultaneously contribute to the complexity of the position.
- Objective and efficient evaluation of applicant submittals with respect to JWSC standards and policies.
- The purpose of this position is to coordinate the review of water and sewer construction plans. Successful performance helps ensure compliance with all relevant federal, state and local regulations.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee distinguishes between shades of color.
- The work is typically performed in an office with periodic, offsite meeting attendance.

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work and be able to answer questions and resolve problems, usually associated with one to three years of experience or service.

**PREFERRED QUALIFICATIONS**

- College level education in engineering design, construction management, planning or associated degree program.