Planning and Development Coordinator
Planning and Construction
Starting Pay Range: $24.11 - $27.12/hr

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.