

JOB DESCRIPTION

JOB TITLE: Engineering Plans and Records Specialist

JOB NO: AS008116

JOB FAMILY: Administrative/Specialist

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To assist the private development community and to expedite private development by receiving, processing, corresponding and resolving issues with engineering plans and engineering records, to assist the development community, owners, engineers and citizens on Public Works engineering information, to process legally recorded plats, and to maintain active/archived engineering records.

SUPERVISION

General supervision provided by the Civil Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. The quick and efficient processing of private development plans is essential to meeting developer's expectations for a timely and streamlined process. To assist with the private development engineering plan process, the duties of this position include but are not limited to the following:
 - a. Evaluate first submittal of private development plans for completeness against a plan submission checklist.
 - b. If the administrative review reveals an incomplete submittal, originate a response letter to the owner and engineer specifying City requirements for a 100% complete submittal.
 - c. If plans are a complete submittal and ready for review, process plans for review by notifying City Staff, attach appropriate review forms and place plans on plan review table.
 - d. Coordinate and follow up with City staff to ensure review comments are received within review deadlines given on notice of plan review.
 - e. After the City's Civil Engineer completes the engineering review and consolidates all of the City's review comments, provide both phone call and written notification to the project engineer and the owner that review comments and mark-up plans are ready for pick-up.
 - f. Answer questions, collect and process fees and permit application for a Grading Permit in coordination with the Storm Water Specialist.
 - g. Answer questions, collect and process fees and associated cost estimate for the 2% Inspection Fee.

- h. Answer questions, receive and process the electronic version of the plat in coordination with the GIS/Engineering Technician.
 - i. Update the Microsoft Access Workload database, on pertinent project information. Generate reports from Workload database as requested.
 - j. Develop, maintain and archive engineering files and records associated with each private development project.
 - k. Once engineering plans are "released" for construction, provide the plans and files to the City Engineer and Project Engineer, and coordinate the Public Works pre-construction meeting with the owner and the City's Project Engineer and Inspector.
3. Receive, respond and resolve routine submission questions and concerns from private development owners and engineers during the engineering plan review process via phone call, email, walk-in visits and meetings.
 4. Track, print, distribute and file Development Review Committee, Planning and Zoning Commission, and City Council meeting minutes and correspondence and perform a semi-annual summary of DRC activities.
 5. Balance and maintain accounting records for the Public Works 2% Inspection Fee program.
 6. Manage and update the file system of the archive subdivision engineering records and files including indexing files in a database, coordinate files with Planning Division and Building Inspection Plan Review Division, consolidate files and complete appropriate state required record destruction requests.
 7. Coordinate with the Planning and Zoning Division on the archiving of filed and recorded legal plats.
 8. Provide prompt and courteous service for all internal and external entities public or private for GIS information requests.
 9. Research and assist the GIS staff in providing the private development community with GIS products and engineering drawings pertaining to public works including water, sanitary sewers, storm water drainage, streets, alleys, paving, drainage, floodplain and other infrastructure improvements.
 10. Research and assist the GIS staff in providing the private development community with GIS products and engineering drawings for Right of Way (ROW), easements, subdivisions and other planning and zoning information as it relates to the Engineering Division
 11. Manage and maintain, along with GIS staff, the collection of record engineering drawings (i.e., "as-builts") and filed plats in both microfilm and electronic formats.

OTHER DUTIES AND RESPONSIBILITIES

1. Provide engineering plan and records training and assistance to other City employees.
2. Perform other duties and assignments as required.

MINIMUM JOB REQUIREMENTS

Education

High School Diploma or GED.

Experience

Two (2) years of technician or secretarial experience related to construction, building and/or engineering plans and records.

Licenses And Certificates

None.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Engineering plans and engineering records requirements.

Database maintenance and basics of design.

Modern and complex principles and practices of record keeping.

Construction and development principles and practices.

Skill in:

Professionally communicating with the private development community including owners, developers, engineers and the general public.

Operating and properly utilizing a variety of office equipment including but not just limited to the following: plotter, printer, copier, computer and microfilm reader printer.

Ability to:

Research a variety of information.

Read and interpret construction blueprints, plans and drawings.

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Communicate clearly and concisely both orally and in writing.

Establish and maintain courteous and cooperative working relationships with those contacted in the course of performing assigned duties.

Measure and interpret scale construction drawings and GIS maps.

Work weekends and nights as necessary.

Pass a medical physical examination and drug test.

Meet the City's driving standard.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT:

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- communicating with others
- operating assigned equipment

Maintain appropriate physical condition for the performance of assigned duties and responsibilities, which may include the following:

- bending, twisting, kneeling and crouching
- sitting for extended periods of time
- pushing, pulling or lifting equipment and supplies occasionally weighing up to 50 lbs.
- operating a vehicle
- walking across undeveloped land, along creeks and through wooded areas

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: December 2006

REVISION DATE: