

**POSITION:** Plans Reviewer II  
**GRADE:** 9N

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**FLSA:** Exempt  
**DATE:** 03/06

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**Job Summary:** Reviews and interprets plans and permits to ensure compliance with all applicable codes and standards; interacts with consultants and developers; prepares cost estimates, performance guarantees, inspection and maintenance agreements; performs on-site inspections of assigned sites as necessary; establishes and maintains accurate files; performs other duties as assigned.

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**Essential Functions:**

1. Reviews and interprets plans and permits to ensure compliance with all applicable codes and standards.
  2. Interacts with consultants and developers as necessary.
  3. Prepares costs estimates, performance guarantees, inspection and maintenance agreements, and other documents as required.
  4. Prepares reports or special assignments.
  5. Performs review function for fast-track and standard project submittals.
  6. Provides responses to inquiries or complaints from the public.
  7. Performs on-site inspections of assigned sites as necessary.
  8. Establishes and maintains accurate and complete files.
  9. May review subdivision and development plans to assure compliance with regulations and ordinances.
  10. Performs other duties as instructed and assigned.
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**Required Knowledge, Skills, and Abilities:**

1. Working knowledge of the principles of zoning, permits, subdivision development, and/or stormwater management.
  2. Ability to prepare, review, and interpret engineering drawings, blueprints, maps, and other technical material.
  3. Thorough knowledge of all applicable County, State, and Federal codes, guidelines, regulations, and standards.
  4. Working knowledge of the inspection process.
  5. Ability to perform technical research.
  6. Ability to communicate ideas effectively, both orally and in writing, with the public, contractors, developers, and other planning and public works personnel.
  7. Ability to establish and maintain effective working relationships and to work as a member of a team.
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**Education and Experience:**

1. Possession of a Bachelor's Degree in civil engineering, planning, environmental science, or a closely related field or an equivalent combination of education and experience.
  2. One or more years of experience in performing or reviewing land development engineering and design.
  3. Possession of a valid driver's license.
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**Physical and Environmental Conditions:**

1. The work requires occasional moderately strenuous effort such as lifting and handling of moderately heavy boxes, documents, tools, equipment, or other material and sitting or standing in a fixed position for extended periods of time.
  2. The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices and meeting rooms. The work may occasionally require site visits and the appropriate precautions.
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**Note:** The above job description is not intended as, nor should it be constructed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.