

**POSITION DESCRIPTION
COUNTY OF HAMILTON, INDIANA**

POSITION: Plan Reviewer
DEPARTMENT: Surveyor
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: PAT B (Professional, Administrative, Technological)

DATE WRITTEN: November 1999

STATUS: Full-time

DATE REVISED: May 2023

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Hamilton County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Plan Reviewer for the Hamilton County Surveyor's Office, responsible for reviewing construction plans for various projects to ensure compliance with applicable state and local codes, and construction standards.

DUTIES:

Reviews construction plans of assigned projects for compliance with technical quality standards and state and local codes and identifies aspects that directly affect drainage. Reviews hydraulic calculations and various documents for relevant project information, such as primary and secondary plats, project narratives, correspondence and meeting notes of other local agencies, boards, municipalities, and various department maps, such as adjoining primary and secondary plats, flood plain, storm sewer, water shed and geological survey maps.

Determines and completes required forms.

Assists developers, contractors, engineers, property owners in establishing new regulated drainage systems as needed, including reviewing development and construction plans, inspecting proposed project sites, analyzing existing drainage conditions and impact on surrounding properties, discussing with adjacent property owners as needed, communicating with appropriate parties to redesign problem areas, and reviewing revised drawings to ensure compliance with codes.

Researches technical history of proposed project sites, and inspects sites to determine pre-construction conditions. Schedules and conducts meetings on site with developers and engineers to discuss site-specific requirements.

Processes various plans and permit applications for compliance with state, county, and local codes, including reviewing proposed plans for projects, such as development, County and related municipalities' bridge construction, state and local roads within the county, interceptor sanitary sewers, utility, petroleum transmission, fiber optic, and communication line installations; and reviewing applications for permits, such as building, and sanitary septic and well permits. Maintains database of all permits.

Prepares recommendations regarding effectiveness of drainage plan and design and communicates orally and in writing with appropriate parties. Approves or denies applications for various permits for assigned projects.

Reviews plans submitted to ensure plans meet county water quality standards. Reviews project Stormwater Pollution Prevention Plans (SWPPP) which fall within Hamilton County's MS4 Jurisdictional area.

Receives and organizes required project documents, such as approved plans, secondary plats, bonds or letters of credit, cost estimates, petitions, easement non-enforcement and other permits, fees, and correspondence.

Assists with coordination of stormwater management studies within incumbent's plan review area by working with county and municipal departments and state and federal agencies, citizen groups, landowners and consulting engineering companies.

Maintains various records on computer, and compiles/prepares various reports as needed or as assigned, including periodic project status reports and year-end activity report.

Prepares written reports regarding new regulated drain storm sewer systems, reports regarding reconstruction of existing regulated drains, staff reports regarding variance requests to the floodplain ordinance, and staff summaries regarding easement non-enforcement requests.

Makes oral presentation reports at public hearings and before the Hamilton County Drainage Board. May answer technical questions from Board members during public hearings and may make recommendations to the Board.

Serves on technical advisory committees of county municipalities as assigned, including attending monthly meetings. Attends Drainage Board meetings to report on or answer questions regarding assigned projects as needed or as requested.

May occasionally prepare and distribute department press releases as assigned.

Periodically investigates and responds to hazardous material spills involving regulated drains.

Maintains current knowledge of drainage regulations and technology by reviewing legislative updates and trade publications, and periodically attending seminars.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in civil engineering, planning, public administration, or related field, and a minimum of three years of relevant experience, or equivalent combination of education and experience.

Working knowledge of and ability to make practical application of federal, state and local land use regulations regarding drainage, and relevant hydraulic and civil engineering and construction principles and practices.

Working knowledge of county geography and topographic surveying, and ability to perform relevant arithmetic calculations, and read and interpret detailed prints, sketches, construction plans, and various property records, such as legal descriptions, aerial, soil, and plat maps.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed reports.

Ability to effectively communicate orally and in writing with co-workers, other County departments, other county and municipal jurisdictions, related state and federal agencies, engineering, surveying, and construction contractors, developers, attorneys, and utilities, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to compile data, prepare reports, and operate various office equipment, such as computer, printer, copier, calculator, plotter, fax machine, digital camera, and telephone.

Ability to work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers.

Ability to competently serve the public with diplomacy and respect, including during occasional encounters with irate or hostile persons.

Shall comply with all employer and department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to understand and follow written and oral instructions/directions, and appropriately respond to constructive criticism.

Ability to plan and lay out assigned work projects, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to occasionally work extended and/or evening hours, and occasionally travel out of town for meetings, conferences and/or training, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's duties are somewhat limited in scope, but are of substantial intricacy, involving many variables or considerations. Incumbent performs according to state and local codes, department policies and procedures, and standard practices of the profession, exercising independent judgment in applying guidelines to specific cases.

III. RESPONSIBILITY:

Incumbent applies standardized department policies to various situations where desired results are clearly indicated. Incumbent works with general supervision, referring to supervisor for unusual and/or unprecedented situations. Work is periodically reviewed for technical accuracy and compliance with department policies and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, other county and municipal jurisdictions, related state and federal agencies, engineering and construction contractors, developers, and utilities for purposes of exchanging information, explaining/interpreting policies, and procedures, and resolving problems.

Incumbent reports directly to Surveyor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and outdoors involving close and far vision, walking on uneven terrain, pushing/pulling/lifting/carrying objects weighing over 50 pounds, crouching/kneeling, bending, reaching, depth and color perception, keyboarding, hearing communication, speaking clearly, and handling/grasping objects and occasionally working in confined spaces, such as manholes, and occasional exposure to extreme temperatures, inclement weather, dust, dirt and heavy construction equipment.

Incumbent is occasionally required to work extended and/or evening hours, and occasionally travel out of town for meetings, conferences and/or training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Plan Reviewer for Hamilton County Surveyor’s Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print/Type Name