POSITION: Resource Plans Reviewer  

DEPARTMENT: Land Use & Development Services

CODE: 2104  

FLSA: Non-Exempt  

GRADE: 116N  

DATE: 11/2016; rev 7/2019

POSITION SUMMARY:
Position reviews projects, permits, zoning, policies, and performs other professional planning review work. Position reports to the Chief, Division of Planning and Zoning for direction and supervision. Work of this class involves no supervisory duties or responsibilities.

ESSENTIAL DUTIES:
1. Reviews projects, plans and permits, and insures compliance with regulations.
2. Reviews stormwater management, Chesapeake Bay Critical Area and Floodplain.
3. Reviews subdivision and development plans to assure all applications meet requirements as specified in subdivision regulations and zoning ordinances.
4. Assures required information is provided on building permits.
5. Prepares reports and completes special assignments.
6. Provides responses to inquiries or complaints from the general public.
7. Establishes and maintains accurate and complete files.
8. Performs other duties as assigned.

KNOWLEDGE, SKILLS, and ABILITIES:
1. Knowledge of the principles of zoning, permits, environmental, subdivision development and stormwater management.
2. Ability to prepare, review, and interpret engineering drawings, blueprints, maps, and other technical material.
4. Knowledge of the inspection process.
5. Ability to perform technical research and field investigations.
6. Ability to communicate ideas effectively, both orally and in writing, with the general public, contractors, developers, and departments and personnel.
7. Ability to establish and maintain effective working relationships and work as a member of a team.
8. Proficiency with computer applications, including Microsoft Office software.

EDUCATION and EXPERIENCE:
Education: Associate’s degree in civil engineering, planning, geography, environmental science, technical drafting, or closely related field; Bachelor’s degree preferred.
Experience: Three (3) to five (5) years’ experience in planning, environmental science, drafting, or engineering.

Equivalency: Equivalent combination of education and experience may be substituted.

CERTIFICATES, LICENSES, and REGISTRATIONS:
1. Valid Class “C” non-commercial driver’s license.

PROBATIONARY PERIOD:
Employees appointed or promoted to this position will be required to serve a minimum probationary period of six (6) months. Performance will be evaluated during this period and continued service will be contingent upon the successful completion of the probationary period.

PHYSICAL and ENVIRONMENTAL CONDITIONS:
1. Work requires occasional moderately strenuous effort, such as lifting and handling moderately heavy boxes, tools, test equipment, or other materials; walking or climbing over rough and uneven surfaces; and sitting/standing in fixed position for extended periods of time.
2. Work environment involves moderate risk with exposure to potentially dangerous conditions, such as those typically found on constructions sites. These conditions may require safety precautions, such as personal protective equipment including but not limited to hard hats, eye and/or hearing protections, reflective vests, inclement weather protection, etc.
CONDITIONS OF EMPLOYMENT:
1. Prior to appointment, employees are subject to pre-employment drug testing and background investigation, including but not limited to reference checking, and driving history.

OTHER INFORMATION:
1. This is a full time, non-exempt position.
2. Typical work hours are Monday through Friday during normal business hours; however employees in this classification may be required to work outside normal business hours for meetings or events.
3. Position is benefit eligible.

The above job description is not intended as, nor should it be construed 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.

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