Memo

TO: ALL CITY OF MONROE DEPARTMENTS

FROM: Kim Golden, P. E., City Engineer

DATE: August 20, 2020

SUBJECT: JOB OPENING – Civil Plan Reviewer & Site Inspector

A position is being opened in the Engineering Department for a Civil Plan Reviewer & Site Inspector. If this job post is not filled by a current qualified City of Monroe employee within ten (10) working days of this notification, the position will be opened to the public on 9/8/2020.

Notice to Internal Applicants: All City work records and attendance records will be researched. A current Application for Employment must be completed and submitted to Human Resources.

JOB TITLE: Civil Plan Reviewer & Site Inspector

Job Class No. 4102

JOB SUMMARY: (Definition/Distinguishing Characteristics of Job)

Under direct supervision of the Civil Division Head and/or City Engineer assist with the timely review, comment and follow-up on site plans and permit applications submitted to the Engineering Department. May train and supervise the daily work activities of the Receptionist & Permit Clerk.

FLSA DESIGNATION: Full time – Non-exempt.

ESSENTIAL JOB DUTIES, FUNCTIONS & RESPONSIBILITIES:

This is a high level in the GIS Mapping & Civil Support Series. Directly assist the Civil Division Head and City Engineer with primary responsibility for the timely review of plats, easements, site plans, permit applications and other documents for compliance with applicable ordinances. Assist with related work including site visits as required to provide timely comment and follow-up. Assist the Civil Division Head with the written documentation and filing of review comments and responses. Assist in communications with builders, owners, architects, engineers and City of Monroe staff on behalf of the Civil Division Head to obtain compliance with applicable provisions. This position will train for Issuing permits and for field inspection of non-city construction and developments for compliance with applicable permits and ordinances. Assist from time to time with research of property records and plats at the courthouse and in department files. May assist with the organizing and supervising of the digitizing of department files including site plans, plats and as-built drawings.
Must have and maintain a sincere desire to provide a safe, courteous and effective service to the public we serve. Must prepare weekly written reports of activities and work with all other departments and divisions of the City of Monroe.

This position shall perform such other duties as may be assigned from time to time by the City Engineer and/or Civil Division head.

**ESSENTIAL JOB QUALIFICATIONS AND REQUIREMENTS:**

**EDUCATION AND EXPERIENCE:** High School diploma or G.E.D. and some secondary education in a related field, together with extensive customer service training and experience. Some experience with permitting preferred. Proficiency in organizing systems, work flows, follow up and tracking of progress is essential.

**KNOWLEDGE, SKILLS, ABILITIES, EXPERTISE, COMPETENCES:** Good knowledge of the principles and practices of civil engineering as applied to site plan design including drainage and utility connections; good knowledge of applicable ordinances and regulations; ability to read and analyze engineering and architectural plans and drawings or to gain such skill in a reasonable amount of time. Ability to think abstractly and visually in three dimensions. Maturity, good reasoning skill, good competency in mathematics with some knowledge of plane geometry is required. Must be a self-starter and continuous learner, with demonstrated ability to problem solve and gain proficiency in the review of engineering drawings and site plans. Demonstrated ability to take clear and concise notes, to communicate well both orally and in writing, and to understand and carry out complex oral and written directions. Good space perception. Professional work habits and attire. Pleasant personality and ability to communicate with the public. Ability to satisfactorily perform multiple tasks to completion. Resourceful and reliable. Able to effectively use computers and computer applications including Windows, Word and Outlook. Punctual and dependable with good attendance and work habits. Good penmanship, strong grammar and spelling skills desirable.

**TRAINING:** Demonstrated competency with architectural/engineering plans and drawings. Able to read, interpret, understand, apply and critique architectural and engineering site plans, Including drainage and utility plans. Capacity to learn, interpret and apply codes and ordinances of the Engineering Department. Superior customer service skills and capacity to work well with the public. Willing to work cooperatively with all parts of the Engineering Department to improve processes and systems to better serve the public.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:** Ability to operate office equipment, multi-line telephone system and copiers. Ability to understand, follow and issue instructions. Ability to prepare written activity reports. Ability to organize and maintain records and information, diplomacy, tact and professionalism required. May be required to work outside in various weather conditions, and exposed to noise, dust, dirt, unpleasant odors, gases and requires standing, bending, crawling and moderately heavy lifting.

**LICENSES AND CERTIFICATIONS:** A valid State of Louisiana Driver's license and have a clean, insurable driving record.