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Plan Reviewer

The City of Westfield Public Works Department has an opening for an Plan Reviewer within the Project Management Division. Requirements include a bachelor's degree and considerable experience, or equivalent combination of education and experience reviewing development/construction plans to determine compliance with applicable ordinances and design criteria. Possess or has the ability to obtain CISEC (Certified Inspector of Sediment and Erosion Control) certification. Position requires valid Indiana driver's license and may require a Class B commercial driver's license, insurable by the City of Westfield's insurance provider. Candidate must be available to frequently work odd hours and weekends as needed. The successful candidate will report directly to the Senior Project Manager. You may view the complete job description at www.westfield.in.gov and look under Human Resources/Employment Opportunities. Interested parties should send applications and resume' by noon on May 2, 2014 to the Westfield Public Works Department, 2706 E 171st Street, Westfield, IN 46074, or email them to Mike Morgan at mmorgan@westfield.in.gov. EEO.

Job Description

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult skilled technical work reviewing development plans to determine compliance with applicable ordinances and standard design criteria, and related work as apparent or assigned. Work is performed under the limited supervision of the Senior Project Manager. Work hours for this position are 7:30 a.m. to 4:30 p.m. Monday through Friday with a 1 hour for lunch.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Analyze and approve infrastructure construction plans for storm sewers, streets, erosion control, and trails.

Assesses planned unit developments design of storm sewers and streets, and erosion control.

Attends meetings and provides input with elected officials, developers, engineering firms and City residents.

Plans for future infrastructure needs; evaluates and tracks contracts.

Advises and updates management on construction projects and deviations.

Evaluates and recommends data to current standards and specifications.

Evaluates and produces revised or new forms for administration in reviews and management updates.

Produces and delivers plan review and road impact invoices.

Produces and delivers water, sanitary and storm permits and spreadsheets, as needed.

Performs Water and Sewer infrastructure inspections per the CEG contract.

Assists Streets division with snow removal and ice, as needed.

Knowledge, Skills and Abilities

Considerable knowledge of the technical aspects of infrastructure design and compliance; considerable knowledge of sound engineering and construction techniques and practices; ability to deal effectively with development and engineering professionals; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with engineers, contractors, developers, associates and the general public.

Education and Experience

Bachelor's degree and considerable experience reviewing construction plans, managing projects, speaking in public, or equivalent combination of education and experience.

Possess or have the ability to obtain CISEC (Certified Inspector of Sediment and Erosion Control) Certification

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Indiana.

May require a Class B CDL