



City of Phoenix

PLAN REVIEW COORDINATOR

JOB CODE 60960

Effective Date: 07/95

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to apply professional engineering knowledge and skills to a variety of difficult civil engineering projects involving interdisciplinary project review and contracted plan review coordination. Work is performed in the Development Services Department, and assigned projects typically involve substantial interaction with the Council, Manager, and economic development staff, as well as attorneys, engineers, and developers. Duties require the use of independent judgment and initiative in making technical decisions of considerable difficulty within compressed time schedules. In addition, the functional supervisory aspects of the classification are of equal importance since this class is responsible for coordinating the department's consultant plan review program. Work is reviewed by a Deputy Development Services Director through discussion and inspection, principally for determining general progress and adherence to departmental policies and regulations.

ESSENTIAL FUNCTIONS:

- Conducts interdisciplinary plan review of the more complex development projects to ensure compliance with City ordinances and sound engineering principles;
- Negotiates terms and prices of contracted plan reviewers and establishes policies and procedures for plans going to consultants for review;
- Ensures that plans going to consultants are sufficiently complete and have appropriate reference information;
- Conducts a quality control check on consultant's work and coordinates the product with the parent site plan or subdivision plat;
- Monitors the progress of consultant work and assists with issue resolution between consultants and Development Services customers;
- Participates in the planning of future departmental activities by providing technical information in areas of expertise;
- Estimates design and construction costs;
- Keeps current, accurate records on each working project;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;



City of Phoenix

- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Diversified fundamental scientific and civil engineering concepts, phenomena, and relationships.
- Ordinances and civil engineering principles relating to a variety of plan review disciplines, including grading and drainage, drainage facilities, street improvements, water, sewers, and fire protection.
- Advanced mathematical techniques such as trigonometry, calculus, and coordinate geometry.
- Modern methods, materials, and techniques as applied to construction and maintenance of public works.
- The development and derivation of formulas and relationships, the basic assumptions made, and the limitations and areas of applicability of established civil engineering principles, methods, and techniques.

Ability to:

- Perform functional supervisory responsibilities over others.
- Apply civil engineering principles, methods, and techniques to theoretical and practical civil engineering problems with versatility, judgment, and perception.
- Adapt principles, methods and techniques of related professional disciplines.
- Organize, analyze, interpret, and evaluate scientific civil engineering problems and provide practical, cost effective solutions.
- Keep abreast of changes in scientific knowledge and engineering technology in order to utilize such changes in solution of theoretical or practical civil engineering problems.
- Work cooperatively with other City employees and the public.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Communicate orally with other City employees, contractors, governmental groups or the public in face-to-face one-on-one settings, or using a telephone.
- Review or check the work products of others to ensure conformance to standards.
- Use a personal computer and engineering applications in performing duties.
- Work safely without presenting a direct threat to self or others.



City of Phoenix

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon assignment.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

Four years of experience in the practice of civil engineering, including lead or supervisory experience, and a bachelor's degree in civil engineering or a related engineering degree. Other combinations of experience and education that meet the minimum requirements may be substituted.