

Code: 2468

Title: ENGINEERING PLANS TECHNICIAN - SENIOR

SUMMARY: Leads and participates in the technical review of engineering plans for construction, development and/or wastewater projects and conducts preliminary and final reviews of engineering plans, subdivision plats, site analysis, and rezoning requests to insure that the plans adhere to local, state and federal design standards and legal requirements. This authority for final engineering plans review distinguishes it from the Engineering Plans Technician and all other engineering technician classifications.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Recommends approval of a variety of engineering plans and simple subdivision plats that meet legal requirements and technical standards and rejects unacceptable plans with detailed written explanation;
Reviews engineering plans, development plats, and rezoning requests for a variety of construction projects to insure conformity with local, state and federal engineering design standards, applicable County codes and legal requirements;
Checks construction plans for acceptability of items including general layout and notes, legends, details and engineering design, and design specifications, right-of-way and access requirements;
Reviews engineering plans for development projects by checking driveway design and location, on-site traffic/pedestrian circulation, parking and building layout, right-of-way, sewers and interrelationships with surrounding developments to insure compliance with local requirements and design standards;
Checks tentative and final subdivision plats including survey data, road and drainage design, sewer locations and connections, lot layout and boundary closure;
Reviews resubmittals of plans until compliance is attained;
Coordinates engineering plans review with relevant divisions, departments and consulting engineers;
Schedules and prioritizes work so that all projects are reviewed within required deadlines;
Trains less experienced technicians and assigns their work;
Maintains specialized databases, inputs and retrieves data, and produces computer reports and/or lists;
Provides technical information in response from developers, manufacturers and the general public concerning rezoning and/or existing sewer facilities and the plan review process;
Reviews septic system plans and approves or disapproves them;
Maintains manual and automated files and records and ensures base maps are updated as needed;
Provides customer service in review of permit applications and issuance of applicable permits;
May be given authority to sign off on simple development plats and tentative plats depending on assignment.

KNOWLEDGE & SKILLS:

Knowledge of:

- local, state and federal engineering design standards, codes, and legal requirements;
- internal review process for construction and development plans;
- engineering design concepts and specifications;
- local, state and federal regulations, rules, ordinances and standards pertaining to construction, zoning, and wastewater requirements;
- departmental policies and procedures.

Skill in:

- checking engineering designs, details, estimates and specifications of complex engineering projects against requirements;
- reading and interpreting engineering plans, plats, specifications, codes and ordinances;
- comprehension of complex ordinances and state rules;
- using drawing instruments;
- expressing technical findings orally and in written reports;
- prioritizing major projects;
- assigning, reviewing and evaluating the work of subordinates;
- use of personal computer and databases for record keeping and report generation.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Completion of 18 semester hours of college level course work from an accredited college or university in engineering, mathematics or science, or a closely related field as determined by the appointing authority, at the time of recruitment, and four years of experience reviewing plans.

OR:

(2) Two years of experience with Pima County as an Engineering Plans Technician.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: To be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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