

Job Description

Human Resource Use Only

Position Number:
Contract Step/Grade
Effective Date:

POSITION IDENTIFICATION

Position Title: Associate Planner / Community Development Expediter
Division: Planning Department
Status: Full Time / Non-Exempt
Workweek: Mon-Fri (7:30 a.m. – 4:30 p.m.)

SUPERVISORY RELATIONSHIPS

Reports to: City Planner
Directly Supervises: No Supervisor responsibilities

POSITION PURPOSE

This position provides multi-disciplinary solutions for community development projects. This position also manages all City-related contacts, reviews, approvals and inspections to ensure the project stays on time and on budget. This position will coordinate all City departments for education, consultations, plan review, permit issuance, inspections and final approvals.

ESSENTIAL DUTIES

- Consulting with owner, designer and contractors – ascertain time lines, code requirements and submittal requirements for all designers, contractors and sub-contractors.
- Ensuring Progress – continually check with owner, designers, contractors and sub-contractors regarding status of project construction, pending inspections, correcting violations resulting in final occupancy.
- Problem-Solving – resolve design and code issues or interpretations with sensitivity to timeliness and budget for the project with owner, designers, contractors and sub-contractors.
- Communicating – continuously communicate with owners, designers and contractors, City staff and State staff. Alert Community Development Director to situations that require his/her attention. Provide weekly project updates to the Community Development Director, Mayor, Common Council and others as needed.
- Measuring Performance – continuously compare project progress to established timeline and City performance expectations for plan review, permit issuance, inspections and responses, adjust City schedules accordingly.
- Site Plan Review Committee – scheduling, meeting, coordinating with City staff and applicant and applicant's designers and contractors.
- Continuously improve customer service delivery for community development projects in the City.
- Assist Building Inspector and other City inspectors in code interpretations, inspections, develop alternatives for code compliance and customer consultations.
- Act as the Community Development Director in his/her absence for Community Development projects.

- Oversee and coordinate the implementation, design, maintenance and deployment of the City's geographic information system (GIS) including, but not limited to analyzing geodatabases, tables and related functions, maintaining the partnership with the County to maintain the City's GIS data on the County-wide GIS map server on the internet, and the training of key City staff persons in usage of various computer software packages.
- Use GIS technology for mapping, drafting plans, lot and block layout design work, data base integration, updating existing maps and data bases, and other various required projects.

OTHER DUTIES

Performs other related duties as assigned.

MINIMUM POSITION QUALIFICATIONS

Education: Bachelor's Degree in Planning, Engineering, Architecture, Public Administration or related field.

Experience: Four (4) to Six (6) years' experience in community development, planning or public administration. Working experience with ESRI's ArcGIS products along with the various extensions available from ESRI..

Certifications/Licenses: Possess and maintain a valid WI Driver's License.

Other Requirements: No other requirements

In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of the position.

KNOWLEDGE, SKILLS, & ABILITIES

- Ability to serve as an expediter and liaison between public agencies and private business, developers and contractors
- Knowledge of the community development process, project management, scheduling and monitoring.
- Ability to establish and maintain effective working relationships by communicating, verbally and in writing, with City employees, contractors, developers and the general public.
- Possess superior interpersonal skills, be team oriented and able to establish and maintain effective working relationships with co-workers, other City employees and external clients.
- Proficient in reading and interpreting drawings and specifications.
- Ability to help interpret and apply building codes, zoning codes, stormwater codes, health codes, fire codes, etc.
- Ability to work independently and make decisions.
- Ability to coordinate multiple projects, simultaneously.
- Ability to work with confidential information.

- Skilled at meeting deadlines, managing multiple priorities, and effectively resolving challenging interpersonal relations.
- Skilled in the use of personal computers, including experience with all MS Office products.
- ability to apply computer technology to planning projects; the ability to utilize either Microstation or AutoCad (preferably Microstation) along with Oracle, dBase, Access, networking and other computer functions; experience with ESRI's ArcPad and Mobile, along with Trimble's Patherfinder Correction Software programs in addition to the ability to operate Trimble's GeoXT Handheld GPS is a plus.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

- Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of basic office equipment.
- Physical Effort:** The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus.
- Working Conditions:** The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.