

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Plans Review Engineer**  
Public Works & Utilities Department

**GENERAL STATEMENT OF JOB**

Under general supervision, is responsible for complex work performing technical reviews and examination of plans and specifications pertaining to the development and construction of private commercial, industrial, residential and public works projects, to ensure soundness and compliance with all applicable City of Dunedin land development and infrastructure construction codes and ordinances. Performs specialized technical and administrative project-related tasks, involving public contact in an office environment. Work involves, but is not limited to, engineering designs and plans preparation, development and/or review including specifications and engineering cost estimates for the construction of municipal and/or private development projects, contract documents assembly, project related research, and capital projects tracking. Reports to the City Engineer, or designee.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.***

Examines commercial, industrial, and residential plans, and specifications for compliance with applicable design standards and infrastructure construction codes.

Regularly attends Development Review Committee Meetings to assist developers, property owners, and/or engineers with City specific code requirements and development related inquiries.

Prepares correspondence, reports, specifications, contract documents, and official documents.

Participates in infrastructure planning and development of designs and review of same for public works or developer projects.

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Interprets municipal codes and regulations to review plans submitted by developers, property owners, and/or other interested parties; and assists where possible with suggestions and recommendations on possible alteration of construction plans to meet applicable infrastructure-related construction standards.

Participates in construction-related project management by reviewing construction drawings, specifications, plans, and permit packages.

Maintains appropriate files for the efficient recording and issuing of construction permits. Consults with appropriate personnel within the various divisions and/or departments to insure that proposed plans and specifications comply with all applicable codes and City Ordinances.

Provides information, assistance, and services to the general public, employees, and others in person, through computer applications, by telephone, or by other forms of communication.

Provides information, resolves routine problems or complaints, completing tasks that may include data entry, data retrieval, and coordination with other divisions, departments, and/or agencies.

Researches, compiles, sorts, tabulates, summarizes and communicates information from rules, regulations, guides, policy manuals, customer sources, computer data, reports, files, and other sources.

Performs technical duties independently.

Prepares correspondence and work status reports.

Develops and prepares spreadsheets.

### **ADDITIONAL JOB FUNCTIONS**

Participates on Boards or committees as required.

Performs other related work as required.

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**MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in Civil Engineering with 4 years of experience in planning, developing, implementing, designing, computer modeling, or inspecting engineering projects.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

**SPECIAL REQUIREMENTS**

Professional engineering certification from the State of Florida, or the ability to obtain such certification within 4 years of employment with the City of Dunedin.

Florida Driver License and endorsements, if any.

Assignment to work a variety of work schedules, including compulsory work periods in special, emergency, and/or disaster situations.

**PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of civil engineering principles, practices and methods. Has thorough knowledge of engineering design criteria, standards, and applicable permit requirements. Has knowledge of federal, state, and local permitting requirements for site development and public works construction. Has knowledge of construction standards, methods, materials, and inspection techniques. Has knowledge of applicable environmental regulations and requirements. Has the ability to read and interpret engineering drawings, specifications and contract documents. Has thorough knowledge of Pinellas County's and FDOT's Right-of-Way Use Permit requirements and procedures necessary for developments on such roadways and/or corridors. Has the ability to prepare reports and maintain records.

**PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to perform and/or review detailed and complex engineering calculations. Requires the ability to analyze data and develop logical conclusions. Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

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**Human Interaction:** Requires the ability to maintain effective relationships with personnel in other departments, external professionals, vendors and business owners. Requires the ability to work effectively with others. Requires the ability to offer assistance to co-workers and employees of other departments as required. Requires the ability to deal tactfully and courteously with the general public.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use a computer and engineering-related software. Requires the ability to apply computer applications and software and complete data entry and word processing functions.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information. Requires the ability to speak and understand the English language. Requires the ability to communicate effectively both orally and in writing.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Requires the ability to understand and carry out oral and written administrative and technical instructions. Requires the ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines and equipment, which includes a computer, printer, computer-assisted multi-line telephone system, copier, etc. Must be able to exert up to 50 pounds of force occasionally and/or a 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

**Sensory Requirements:** Some tasks require visual perception and discrimination as well as oral communications ability.

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**Environmental factors:** Office tasks are regularly performed without exposure to adverse environmental conditions.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



Public Works & Utilities Director

Date

7/17/15