

Community Design Engineer Technician

FLSA Status: Non-Exempt
Grade 18

General Definition of Work

The Community Design Engineer Technician position within the Growth Management Department Planning & Community Development Division provides a range of planning, engineering and community development services in a dynamic and growing community setting. The principal function of this position is to review, inspect and oversee compliance of regulatory requirements for development projects and active construction sites, both residential and commercial within the Town of Bluffton specifically as it relates to community design principals and the Bluffton character. This position requires the incumbent to possess an engineering, land planning and/or construction management background and skill in reviewing, administering, inspecting, coordinating and conducting development and other technical reviews as part of the Town's land use regulatory programs.

The Planning & Community Development Division functions generally include the administration and implementation of the Town's Comprehensive Plan, Old Town Master Plan, Development Agreements, Unified Development Ordinance, Community Development Program, and providing support and oversight to numerous Town Boards, Committees, and Commissions, particularly Town Council, the Planning Commission, and Historic Preservation Commission. The nature of the work performed requires the excellent customer service skills with a "how can I help" mentality and the establishment and maintenance of effective working relationships with the elected and appointed officials, senior staff, other Town departments, Town employees and the general public. The principal duties of this class are performed in a field environment and general office. The work is performed under the supervision and direction of the Planning & Community Development Manager or designee, but extensive leeway is granted for the exercise of independent judgment and initiative.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Performs development plan review and planned unit development review for community design, urban design principals, transportation elements, landscape architecture and other sustainable development principals.

Inspects and documents contractor work ensuring conformance to plans, specifications, and permits; resolves field issues.

Performs inspections of active construction sites to ensure compliance of approved development plans.

Performs subdivision and single-family residential plan review.

Attends pre-clearing and pre-erosion control meetings as well as other meetings with the developers and contractors to ensure site compliance.

Conducts data collection, research, and analysis for planning reports and studies assigned by the Director. Prepares planning and project analysis as required.

Work requires close coordination with the Planning and Community Development Manager, Town Council, Planning Commission, Zoning Board of Appeals, Historic Preservation Commission, Developer Representatives, Consultants and the General Public.

Perform emergency and disaster-related duties as assigned.

Performs other duties as apparent or assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities

Knowledge of Development and Master Plan review processes; knowledge of the principles, methods and practices of urban planning; community design, transportation planning, landscape architecture and design, knowledge of federal, state and municipal legislation impacting municipal government planning efforts; knowledge of research techniques and sources of information, current literature and recent developments regarding urban planning and development review; knowledge and experience with Geographic Information Systems; experience with Microsoft Office Suite; ability to utilize the Internet and email; ability and knowledge to research and produce planning reports; ability to write clearly; to organize and analyze information and perform planning research; ability to communicate effectively orally and in writing with General Public, Developers, Owners, Supervisors, Employees, Architects, Engineers, Town Council and Board Members; ability to establish effective working relationships.

Education and Experience

Master's degree or equivalent preferred in Planning, Engineering, Urban Design, Landscape Architecture, Public Administration, Political Science, Economic Development, Community Development or related field; five (5) years of planning and community development experience; engineering, or landscape architecture, or an equivalent combination of education and experience.

Experience with Adobe software such as Photoshop, InDesign, Acrobat, and other similar products is preferred.

Experience in Urban Design, Landscape Architecture, Engineering Principals and Development Review.

Physical Requirements

Duties are performed in an office setting with a considerable amount of field inspections required. Medium work: exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. This work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, reaching with hands and arms and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines 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 with copy machines, telephones and/or computer printers, fax machine, calculator, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the State of South Carolina.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.