



CLASSIFICATION NO. 377
Established: 11/08
FLSA: Non-exempt
EEO: 3

DEVELOPMENT REVIEW SPECIALIST

CLASS CHARACTERISTICS

Under direction, to review, approve and permit complex development projects from inception to completion regarding plan review and permitting of sanitary, storm and erosion control; to facilitate and consult with the public and staff; to provide technical and administrative services in support of development review; to provide a single point of contact for WES plan review, permitting and acceptance of development related projects; to serve as the lead technical resource for WES; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

Water Environment Services (WES) Department manages and operates the County's sanitary and storm water districts including facilities, collection systems, pumping stations, treatment plants and storm and surface water facilities and structures.

The Development Review Specialist is the lead contact for facilitating WES plan review and permitting of the most complex residential, commercial, industrial and public projects, and provides a single point of contact for the developers, applicants, engineers and county staff. Incumbents also act as lead technical advisors for development related activities for customers, consultants, developers, and WES staff regarding rules, regulations, policies, procedures and best management practices (BMPs) related to development activities associated with sanitary, storm, and erosion control.

The Development Review Specialist differs from Technical Services Specialist positions in WES which reviews and permits less complex development related activities; differs from the Development Review Analyst that works with developers, consultants and staff to analyze, evaluate and establish development project Transportation Systems Development Charges (TSDC) and credits; and differs from the Development Review Coordinator within the Department of Transportation and Development which is responsible for coordinating development related activities throughout entire County organization.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Administers the plan review, permitting and acceptance of storm water, sanitary, and erosion control projects, storm water facilities, storm drainage and sanitary sewer infrastructure improvements; reviews, approves and permits storm water management plans, sanitary sewer improvements, and erosion control mitigation; reviews system development and permitting fees; coordinates inspection, performance bonding and

acceptance of public facilities.

2. Performs storm water, sanitary, and erosion control plan review and permitting; reviews and comments on site specific development with respect to public infrastructure needs; consults with design professionals, developers, consultants, realtors and property owners in regards to the District rules, regulations, policies procedures for development related activities, which includes sanitary sewer, storm water management plans and erosion mitigation; participates in meetings with architects, engineers, builders, owners, consultants, local jurisdictions and other department staff.
3. Serves as the WES lead technical staff for development related to permitting activities; trains, guides and is the Department's resource for development review projects and provides direction and guidance to County, City and other interested parties within the areas of surface water, sanitary and erosion control; provides development related information to the public.
4. Leads efforts in solving storm water, sanitary and erosion control for development related problems during the permitting process, construction and acceptance; evaluates and advises on alternative methods or materials to satisfy district requirements; anticipates problems and works to a solution with customers and staff; attends meetings to discuss project development issues; convenes meetings as necessary to solve problems and ensures timely progress of projects.
5. Reviews and approves detailed and complex studies related to storm drainage hydraulics, hydrology, storm water modeling, and geotechnical studies; reviews and permits pollution control plans as an agent for the State Department of Environmental Quality (DEQ).
6. Confers with the public, County staff, State agencies and other jurisdictions on issues related to the storm water, sanitary and erosion control; acts as lead technical advisor for storm water, sanitary and erosion control facilities, design standards and BMPs related to development activities.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles and practices of engineering related to civil, storm, sanitary, erosion control, grading and geology; District rules, regulations, policies and procedures related to permitting; hydrology and hydraulics and storm water management plans related to development activities; ownership and maintenance practices of sanitary, storm and erosion control facilities; County policies and procedures related to permitting development within WES and other county departments and local jurisdictions; complex mathematical equations including algebra, geometry and trigonometry; office equipment, including personal computers and software programs; English grammar and composition; general procedures and practices related to field inspection.

Skill to: Interpret rules, regulations and policies; apply principles and practices to design, construction and maintenance issues presented in the permitting and approving, and acceptance of development related facilities; read and interpret complex engineering drawings, maps, plans and specifications; perform accurate mathematical calculations; establish and maintain effective working relationships with county, state and local jurisdictions, developers,

engineers, permit applicants and the public; communicate effectively, in person, orally and in writing; operate computer software and other office equipment.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.