



CITY OF OVERLAND PARK - POSITION DESCRIPTION

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| TITLE: | Planning Technician, I | BAND/LEVEL: | TEC I |
| DEPARTMENT: | Planning & Development Services | JOB NO: | 3620 |
| DIVISION: | Current Planning | DATE: | 06/15/2019 |
| REPORTS TO: | Manager, Current Planning | FLSA STATUS: | Non-Exempt |
| FT/PT/SEASONAL: | Full-time | COST CENTER: | 601 |
| REPLACES: | Planning Technician I | LAST REVISED DATE: | 10/05/2018 |

JOB SUMMARY STATEMENT: Provides technical reviews of preliminary and final plat submittals and revisions. Coordinates recording of plats and other legal documents with the County. Determines Excise Tax and assessment fees. Checks legal descriptions and other development documents. Reviews and updates GIS records and EnerGov records. Reviews and verifies protest petitions. Prepares exhibits. Researches City and County records and State laws pertaining to platting and surveying standards. Uses technical knowledge to assist other divisions, departments, and customers. Assists with emergency operations, including administrative/technical assistance for snow removal operations. Performs other duties as assigned.

DUTIES AND RESPONSIBILITIES:

1. Reviews plat submittals for compliance with Overland Park Municipal Code, County requirements and State laws pertaining to platting and surveying standards. Researches and prepares staff comments, and communicates directly with the applicant and/or engineering firm to coordinate acceptable revisions. Creates and provides supporting documentation when needed. Reviews title reports for research, and calculation sheets for Public Works requirements. Monitors the database for all activities performed and maintains the digital files for all documents involved in plat review. Updates the plat checklists and standard comments used in review.
2. Coordinates the recording of approved plats. Works directly with the Engineering staff and the Case Manager, to ensure all corresponding construction plan issues are addressed and supporting deeds or maintenance agreements are approved. Communicates directly with Registered Land Surveyor, Planning Commission and Governing Body to obtain appropriate signatures. Checks database for outstanding fees, contacts applicant directly for payment, and collects and processes checks. Submits signed plats to Deputy County Surveyor and provides requested information. Records plats at the County Records and Tax Administration office using the City escrow account. Notifies all involved staff, the applicant, and the engineering firm, and distributes the recorded plat as appropriate.
3. Manages the Planning & Research Escrow account with the Johnson County Department of Records and Tax Administration (RTA), used to pay for the recording of plats, stream corridor maintenance agreements, open space maintenance agreements, non-development agreements, and affidavits of interest. Monitors the balance and requests funds to replenish the account and then submits the check directly to the RTA.
4. Assists with the calculation of the excise tax. Follows established methods to calculate amount and corresponds directly to the applicant with final determination of excise tax amount. Processes checks as they are submitted, and tracks the fees in the department database.
5. Provides right-of-way and easement exaction calculations used to determine dedication to the City for development improvements. Works directly with the Case Manager and engineering staff and completes the exaction form to determine right-of-way to be dedicated or purchased by the City.

6. Meets with developers, engineers, contractors, land surveyors, attorneys, the public and city staff regarding development projects. Meetings may include coordination, explanation of city requirements, review of staff comments or calculations, and/ or approvals. Coordinates with legal counsel to ensure city procedures, policies, ordinances, and state statutes are met.
7. Reviews and maps proposed legal descriptions, updates GIS records and legal documents and contracts for development projects, such as deeds of dedication, drainage easements, vacations and maintenance agreements. Reviews and researches plats, maps, construction plans and Johnson County's mapping and database system (AIMS). Analyzes and recommends possible solutions to platting, surveying, and basic civil engineering problems.
8. Researches property ownership and legal documents. Investigates existing right-of-way and easements through documents located in AIMS, or accessed through the City's Geographical Information System (GIS). Provides technical support utilizing GIS, Bluebeam and CAD applications. Keeps current on software updates. Provides backup for easements, rights-of-way, vacations and recorded plat updates to City Plat Maps. Performs other duties, serves on committees, and attends training as assigned.
9. Assists with the review of protest petitions and verify signatures of property owners with county records. Calculates protest area. Advises City Clerk, Law Department, Case Manager, applicant and other interested parties of validity of protest.
10. Assists with emergency operations, including administrative/technical assistance for snow removal operation. Snow removal operations assistance may include acting as a dispatcher, field quality control verification, complaint investigation and other roles as needed during a snow event. This assistance does not include operation of a snow plow.
11. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- High School Diploma or equivalent and three years of experience as an Engineering Technician or a minimum of two years of college or vocational school in the area of civil engineering, computer aided drafting, construction technology, surveying, or a related field or equivalent combination of experience and education. Must possess a valid driver's license and maintain an insurable driving record.
- Certification in AutoCAD, GIS Mapping applications, surveying, or other certification relevant to job requirements is preferred.



EXPERIENCE:

- See Education and Special Licenses/Certifications.

SKILLS:

- Engineering and design programs to include AutoCAD, Bluebeam and ArcView.
- Analyze and interpret technical solutions.
- Working knowledge of word processing, and database software programs.
- Good oral and written communication skills for working within the internal and external customers.
- Manual drafting skills and basic surveying skills.

MENTAL REQUIREMENTS:

- Ability to compute mathematical calculations used in surveying and design.
- Ability to manipulate specialized engineering and design programs and generate reports.
- Ability to read and interpret plan information, plat sheets and maps.
- Ability to read and comprehend City codes, ordinances, standards, County records and State Statutes.
- Ability to analyze complex problems and recommend possible solutions.
- Exhibit diplomacy and judgment when working with citizens, contractors, or other public officials.
- Ability to work as a member of a team in accomplishing job responsibilities.

PHYSICAL REQUIREMENTS:

- Ability to lift 20 pounds and transport 20 feet.
- Ability to traverse rough terrain.
- Ability to drive a city vehicle.
- Exposure to vehicle noise and fumes.
- Exposure to extreme environmental conditions.
- Ability to draw engineering plans manually or with the use of CAD.
- Ability to travel to field locations or other public buildings.
- Ability to visually review maps, plans and plats.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.