



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Planning Technician, I	BAND/LEVEL:	TEC I
DEPARTMENT:	Planning & Development Services	JOB NO:	3450
DIVISION:	Engineering Services	DATE:	06/15/2019
REPORTS TO:	Supervisory, Civil Engineer	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	615
REPLACES:	Planning Technician, I	LAST REVISED DATE:	10/05/2018

JOB SUMMARY STATEMENT: Assists in the review of construction plans for commercial and residential development projects including grading, drainage, street and storm sewer, sidewalks, traffic control, pavement markings, street name signs, and street lighting. Reviews legal descriptions. Coordinates approval and permit issuance for public improvement permits and land disturbance permits. Reviews plot plans. Performs Engineer of the Day function. Researches City and County records. Uses and maintains computer databases. Prepares and updates maps, drawings, exhibits and charts. Collects fees, maintains files. Participates in various field operations including but not limited to surveying, construction staking and traffic counts. Assists with emergency operations, including administrative/technical assistance for snow removal, as required, and other duties as assigned.

DUTIES AND RESPONSIBILITIES:

1. Assists engineering staff in reviewing construction plans for approval. Reads plats, maps and construction plans. With direct supervision by engineering staff, checks plans for a portion or all aspects of grading, drainage, street and storm sewer construction, sidewalk construction, traffic control, pavement markings, street name signs, and street lighting against plan review checklists, the Design and Construction manual, the Overland Park Traffic Control Handbook, Manual of Uniform Traffic Control Devices and Municipal Code requirements. Assists plan review engineers in preparation of written comments on plan deficiencies for review by plan review engineers. Conducts field checks when necessary.
2. Responds to service requests from citizens, the development community and city staff. Responsibilities include Engineer of the Day, residential plot plan reviews, floodplain inquiries, drainage issues, records retrieval, preparing GIS maps, and other engineering issues associated with new development.
3. Under supervision of engineering staff or senior engineering technicians, reviews legal descriptions for development projects such as easements, deeds of dedication, variances, developer maintenance agreements and other documents. Uses T-Plot to check closure on legal descriptions. Creates AutoCAD drawings from closure files. Researches City and county records for existing easements, deeds and ownerships. Uses plats, maps and construction plans. Uses e-file system to electronically record documents at the County.
4. Coordinates procedure for processing construction plans, communicates status of project, and interfaces with internal and external customers. Prepares maps, drawings, exhibits, charts, photographs, and other media, for meetings, presentations, and public hearings. Uses best graphics means available including computer-aided drafting, presentation software, and digital photography.

5. Prepares plans for issuance, ensures that Energov entries are correct and appropriately linked, and issues Public Improvement Permits and Land Disturbance Permits for subdivision construction. Collects administrative items needed for issuance of public improvements including bonds, fees, insurance certificates, and contractor applications.
6. Operates computer software related to completion of job duties, including but not limited to; AutoCAD, Energov, ArcMap, Plan Viewer, T-Plot, Bluebeam, Google office software, and document imaging software.
7. At the direction of engineering staff, develops AutoCAD drawings for use supplemental construction details.
8. Scanning and indexing of public improvement, detention, and private civil construction plans for the OP Plan Viewer program and Energov. Maintains records retention system for legal agreements, certifications and engineering studies for the Engineering Services Division.
9. Monitors and closes out Site Development and Land Disturbance Permits and assists permit holder/contractors with permit hold conditions related to engineering issues.
10. Assists with emergency operations, including administrative/technical assistance for snow removal operations. 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. Carries out and/or performs other duties as assigned.
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 whom 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 3 years of experience as an Engineering Technician OR a minimum of 2 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.
- Knowledgeable in Autocad, GIS Mapping applications, surveying, or other certification relevant to job requirements is preferred.

EXPERIENCE:

- See Education & Special Licenses/Certifications

SKILLS:

- Engineering and design programs to include AutoCAD and ArcView.
- Analytical skills and ability to interpret technical solutions.
- Knowledge of windows-based spreadsheet, word processors, presentation software, and database software programs.
- Good oral and written communication skills for working within the internal and external customers.
- Basic drafting and 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.
- Hand eye-coordination adequate to operate surveying equipment.
- Ability to operate a printer, plotter, and drafting equipment.

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.