



**CITY OF OVERLAND PARK - POSITION DESCRIPTION**

<b>TITLE:</b>	Planning Technician, Senior	<b>BAND/LEVEL:</b>	TEC III
<b>DEPARTMENT:</b>	Planning & Development Services	<b>JOB NO:</b>	3630
<b>DIVISION:</b>	Engineering Services	<b>DATE:</b>	06/15/2019
<b>REPORTS TO:</b>	Supervisory, Civil Engineer	<b>FLSA STATUS:</b>	Non-Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	615
<b>REPLACES:</b>	Planning Technician, Senior	<b>LAST REVISED DATE:</b>	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. Meets with plan reviewers and project designers to review plan review comments. 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, tracks performance and maintenance sureties. Participates in various field operations including but not limited to surveying, construction staking and traffic counts. Coordinates and updates Division presence on the City’s website. 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 limited direction from plan review engineers, checks plans for a portion or all aspects of project approval. Primary plan review responsibility with little or no oversight from plan review engineers for selected specialized areas of expertise such as temporary traffic control, and permanent pavement markings/signage, and street lighting. Checks plans against established plan review checklists, the Design and Construction manual, the Overland Park Traffic Control Handbook, Manual of Uniform Traffic Control Devices and Municipal Code requirements. Prepares written comments on plan deficiencies inclusion in plan review letters. Conducts field checks when necessary. Meets with designers as necessary to review plan review comments related to areas of expertise
2. 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.
3. Coordinates procedure for processing construction plans, communicates status of project, and interfaces with consultants, developers and the public. 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.
4. Collects public improvement permit fees and document recording fees. Coordinates with the Public Works Department to ensure timely installation of the street name signs.

5. 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.
6. At the direction of engineering staff, develops AutoCAD drawings for use supplemental construction details.
7. 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.
8. Coordinates with IT Dept and Engineering Services staff to maintain the Engineering Services Division presence on the City's website. Updates website content provided by engineering staff.
9. Maintains tracking system for required surety payments (cash deposits and letters of credit) required for compliance with Erosion and Sediment Control ordinance and Stormwater Treatment Ordinance. Tracks expiration dates, schedules final inspections, prepares letters and correspondence, and works with banks and developers related collecting, renewing, and refunding sureties
10. 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, initial plan screening; and other engineering issues associated with new development.
11. Acts as a backup for technical review of preliminary and final plat submittals. Reviews title reports for preliminary plats and calculation sheets for final plats. Maintains log of plat reviews, and updates and maintains plat checklists and standard comments.
12. Coordinates completion of Engineering Services requirements prior to issuance of residential building permits. Reviews as-built grading plans. Interprets critical lots on recorded plats per site grading, berm grading, sidewalks, foundation investigation and floodplain elevation certificate, etc. Verifies acceptance of public improvement with inspectors and receipt of "water letter" from Permit Services.
13. 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.
14. Monitors and closes out Site Development and Land Disturbance Permits and assists permit holder/contractors with permit hold conditions related to engineering issues.
15. Coordinantes maintenance of the City's GIS system related to Engineering Items such as Stream Corridors and Stormwater Treatment Facilities.
16. Completes research projects for engineering staff and maintains associated data.
17. Meets with developers, engineers, contractors, the public, and city staff on proposed or active commercial or subdivision projects. Meetings may include coordination, explanation of city requirements, face-to-face review of comments made by city staff, and/or approvals.
18. Uses Crystal Reports to develop standardized reports from Energov data.
19. 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.
20. 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.

21. 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 7 years of experience as an Engineering Technician OR an associates degree in the area of civil engineering, computer aided drafting, construction technology, surveying, or a related field plus 4 years of experience as an engineering technician, OR an 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 & Special Licenses/Certifications.

### SKILLS:

- Engineering and design programs to include AutoCAD and ArcView.
- Analytical skills and ability to interpret technical solutions.
- Advanced skills in windows-based spreadsheet, word processor, PowerPoint, and database software programs.
- Good oral and written communication skills for working within the internal and external customers.
- CAD 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, and County records.
- 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.