

Development Engineer

Description

The Development Engineer is a highly technical and professional position within the Community Development Department. This position is responsible for reviewing land disturbance and civil engineering plans for new developments including street and storm plans, specifications, standard details and issuing permits for construction activities. This position has frequent interactions that at times require considerable public relations skills in handling non-routine problems that require in-depth discussion and/or persuasion in order to gain concurrence or resolve the problems. These interactions are direct with the public, developers, design professionals, contractors, vendors, other departments of the City and other governmental and non-governmental agencies.

Position Responsibilities

Engineering Services. Reviews construction plans for developer-funded construction in subdivision and commercial sites for conformance with the Shawnee Design and Construction Manual and Shawnee Municipal Code. Implements the City's stormwater detention and stormwater treatment requirements. Reviews hydraulic studies and detention modeling. Coordinates with developers and engineers to address all issues associated with the plans to get the project ready for construction. Prepares written comment letters for each plan review. Responds to service requests from citizens, development community, and city staff. Analyzes reports and studies submitted for private development projects. Reviews single family plot plans to ensure positive drainage and ADA compliance on sidewalks. Keeps plan review and subdivision databases current. Obtains all required legal documents for new development projects and assist with the preparation of the final plat to ensure all easements and rights-of-way are correctly shown. Issues Public Improvement Permits to allow the construction of public street and stormwater infrastructure on new development projects. Collect as-built drawings at the completion of the street and storm project and review them for accuracy. Coordinates with other Divisions and Departments as necessary to provide good customer service.

Construction Services. Performs field inspections as needed to ensure street and storm infrastructure are being installed per the City's guidelines. Routinely drives all active construction sites to verify that they are in compliance with the approved Land Disturbance Plans and SWPPP. Coordinates with inspection staff to ensure that all construction is in accordance with The Shawnee Design and Construction Manual. Responds to contractor and public inquiries regarding new development projects and plans. Meets with inspectors, contractors, developers, design professionals, and concerned citizens as necessary. Makes timely decisions in balancing design requirements, standards and specifications, approved plans, good engineering practice, contractor's and developer's point-of-view, citizen concerns, and field conditions. Provides technical assistance to inspectors on construction material, acceptability of construction, and resolution of plan errors and omissions.

Land Disturbance Program Management. Reviews all land disturbance plans to ensure

technical compliance with all City, State, and Federal Requirements. Assists in administering the City's Land Disturbance Program. Duties include tracking the the State of Kansas NOI and SWPPP. Tracks the inspection log for each active land disturbance project. Send out reminder notifications to all active land disturbance projects on the start and close of the seeding season. Address residents' concerns regarding erosion and sediment control violations. Assist the inspection staff to get the issues resolved in a timely manner. Issues all Land Disturbance Permits and tracks the progress of the project from start to finish. Ensures all initial preventative erosion control gets placed property and that the approved erosion control plan and SWPPP is being implemented in the field. Inspects the site prior to permit close out to confirm that site has been established with 70% vegetation.

Policies and Procedures. Reads, understands, enforces and adheres to City and Departmental orders, bulletins, directives, memorandums, and policies.

Minimum Qualifications

Qualifications for an entry-level Development Engineer

- Bachelor's degree in Civil Engineering from an accredited college or university.
- Minimum of two (2) years experience in the design, construction and plan review of public and private infrastructure. Municipal experience preferred.
- Fundamental in Engineering (FE) certification required.

Qualifications for a senior-level Development Engineer:

- Bachelor's degree in Civil Engineering from an accredited college or university.
- Minimum of four (4) years experience in the design, construction and plan review of public and private infrastructure to include any of the following: site civil layouts for commercial projects, street and storm design for residential and commercial subdivisions, and/or stormwater management including detention and treatment design.
- Possesses registration of a Professional Engineer in the State of Kansas, or the ability to obtain within six (6) months of appointment.
- Municipal experience preferred.

Any combination of education and experience that provides the knowledge, skills and abilities to successfully perform the responsibilities identified in this job posting may also be considered.

Work Schedule

This position generally works 8:00 am to 5:00 pm, Monday through Friday (excluding holidays).

Disclaimer

The above statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. The City of Shawnee

reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.

If reasonable accommodation is necessary to apply or further information is needed, please contact Human Resources, Shawnee City Hall, 11110 Johnson Drive, Shawnee, KS 66203.

EOE M/F.