



## **Title: Development Plan Reviewer**

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Plan Review Coordinator – Site Development.  
This is a non-supervisory job classification.

### **MINIMUM QUALIFICATIONS**

- **Education:** Two-year Associates degree or equivalent.
- **Experience:** Minimum of one year related experience. Requires a working knowledge of standard practices and procedures as relates to development. A Bachelor's degree in Urban Planning or a closely related field such as Landscape Architecture may substitute for one year of related experience.
- **Licenses/Certifications/Special Requirements:** Valid AZ Driver's License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting
- Experience with a development permit software, such as Accela
- Experience with plan review and permit processing

### **JOB SUMMARY**

The purpose of this position is to provide technical planning and zoning review of documents and plans, including but not limited to residential, commercial, infrastructure and industrial developments. This is accomplished by the technical application and interpretation of City zoning codes, policies and standards, municipal and site planning principles, conducting research, review and analysis. This position will provide counter and phone support for customer inquiries related to planning and zoning standards and policies, and assist customers with the City's development processes, perform field inspection to verify site conformance with approved documents and other duties as required for processing of development projects.



## ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Technical Plan Review (construction documents, landscape, retaining wall, signs). Performs technical review and approval of construction plans, ensuring compliance of City codes and requirements; ensures application and enforcement of zoning codes and regulations, utilizing good judgment and common sense; makes mathematical calculations and draws logical conclusions; provides thoughtful and thorough analysis of information provided on plans to provide document of comprehensive summary of comments for applicant regarding changes needed.
2	Zoning / Development Inquires. Provides technical advice and assistance to architects, engineers, and the general public, as it relates to interpretation and compliance with local zoning codes and standards by telephone, email, and in person.
3	Inspections / Site Visits. Performs inspections for projects to review conformance to approved construction documents and landscape plans; performs consultations in the field to discuss modifications from approved plans due to unforeseen circumstances at site plan review.
4	Counter Assistance. Provides counter support for customer inquiries regarding Planning and Zoning.



# City of Peoria

## HUMAN RESOURCES

### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"				
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Sedentary	Light	Medium	X	Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.

Work Environment for this position is indicated below with "X"			
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.			
Office	X	Outdoors	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	
		Vehicle	
		Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	
			Office and Field/ Plant/ Warehouse
			The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers and related software, telephone, camera, vehicle, architectural / engineering scales.

### PROTECTIVE EQUIPMENT REQUIRED:

Safety footwear