



Title: Development Plan Reviewer

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Plan Review Supervisor – 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.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to provide technical planning expertise in developing, managing, and implementing planning projects in a manner that considers interrelationships and compliance with policy and regulations. Serves as project managers for development applications; conducts residential, commercial, and industrial development review; identifies and coordinates recommendations to master plan amendments, zoning code, and other planning documents; provides technical assistance; organizes and manages special studies and projects; assists citizens, business owners, homeowners, developers, and contractors with the City's process of development; acts as liaison with local governments, outside agencies, and internal departments; maintains statistics; conducts final inspections.



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 reviews 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 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	Vehicle
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.	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.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

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

PROTECTIVE EQUIPMENT REQUIRED:

None required.