

CITY-COUNTY PLANNING COMMISSION OF WARREN COUNTY POSITION DESCRIPTION

Position Title: Plans Reviewer I
Supervisor: Development & Construction Coordinator
Date: July, 2023
Status: Full Time Exempt – Classified Appointment

Purpose of Position:

The Plans Reviewer I provides staff support critical to the business operations of the Planning Commission in implementation of the Subdivision Regulations and the Zoning Ordinance. This position requires the ability and initiative to gain a general knowledge of subdivision and zoning regulations. An excellent attention to detail along with good organization, written and oral communication, and public relation skills is also required.

Essential Duties and Responsibilities: The following duties are normal for this position. These duties are not exclusive or all-inclusive. Other duties may be required and assigned.

- Review of subdivision plats for zoning and subdivision compliance for recordation;
- Review of building permits for zoning and subdivision compliance;
- Assist in inspection of subdivision street and drainage construction, as well as residential and commercial building permit site construction;
- Assist patrons and answer inquiries about the permit and subdivision processes, requirements, and responsibilities;
- Assist with site compliance checks and zoning compliance cases;
- Assist with zoning sign notification process;
- Use discretion and independent judgment with respect to matters of significance to the Planning Commission;
- Perform related duties as required.

Minimum Training and Experience:

Education: This position requires a High School Diploma or General Equivalency Diploma (GED) with experience OR an Associate's OR Bachelor's Degree with experience preferred.

Experience: No experience is required, however, one year of experience or internship in surveying, drafting, construction, architecture, civil engineering, planning, architecture or related field is preferred.

Skills & Knowledge: (Required or willing to learn and apply the following)

- Ability to understand and interpret site development plans, construction plan & permits, and subdivision plats.
- Plan and permit review software.

- Computer Aided Drafting (CAD) or Geographic Information Systems (GIS) software.
- General knowledge of landscape design, geography, state and local planning laws.
- Basic computer functions including Microsoft Office software.
- Technical report writing, research methods and data compilation.
- Managing multiple assignments and learning to set priorities.
- Establishing and maintaining positive and friendly cooperative working relationships with coworkers, sister agency staff and the public.

ADA Requirements

Physical Demands: Largely sedentary work. Ability to see, talk, hear; finger dexterity.

Mental Demands: Ability to read and comprehend technical manuals, instructions, procedures; memos, letters. Ability to write complex documents relaying instructions, information, details and data. Ability to speak sufficient to assimilate and communicate methods and information relating to the assigned field.

Environmental Demands: Majority office work, with occasional meetings outside of the office.

The City County Planning Commission of Warren County, Kentucky is a drug free workplace and an Equal Opportunity Employer committed to a diverse workforce.