



Town of Oro Valley Classification Description

Title: **ENGINEERING DESIGN REVIEWER**
Job Code: 3160
FLSA Status: Exempt

Department: Community & Economic Dev.
Salary Grade: 115

POSITION SUMMARY:

Under general supervision, reviews preliminary and final plats, development plans, soil reports, hydrology reports and improvement plans for conformance with Federal, state and Town codes and engineering standards.

ESSENTIAL JOB FUNCTIONS:

- A. Reviews preliminary and final plats, development plans, grading plans, soil reports, hydrology reports, grading permit applications and improvement plans for compliance with Federal, State, County and Town codes and engineering standards.
- B. Researches documents and maintains files on permit issuance.
- C. Issues grading permits for development construction.
- D. Reviews structural engineering calculations and drawings/details to reflect engineering design calculations.
- E. Integrates structural design, code interpretation and field inspection experience for design integrity.
- F. Conducts on-site reviews for compliance to codes and standards.
- G. Coordinates with planning, zoning, building safety plan examiners and inspectors, developers, engineers and architects on engineering issues.
- H. Assists applicants, developers, consultants and other government officials in project reviews and reports, resolving citizen complaints and understanding Town zoning Codes and engineering standards.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State, County and Federal statutes, ordinances, codes, rules and regulations governing engineering.
- Knowledge of long and short range planning and development techniques and procedures.
- Knowledge of civil engineering, project management and design methods and techniques.
- Skill in reviewing and verifying projects, plans and calculations.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.

- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Civil Engineering or related field.
- Two (2) years' experience in development review including Civil drafting and engineering; **OR** an equivalent combination of education and experience.
- E.I.T. certification preferred.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.