

WATERSHED MANAGEMENT SPECIALIST

NATURE OF WORK

This is responsible technical work examining applications, drawings and specifications submitted for obtaining development permits.

Work involves responsibility for the examination of plot plans, drawings and specifications pertaining to development to determine compliance with zoning ordinances and other applicable ordinances. Work also involves the coordination of detailed examinations by other departments for approval before authorizing issuance of the development permit. An employee of this class is given considerable latitude in determining whether compliance has been achieved and has the responsibility for disposition of development permit applications. Work is performed under the general supervision of a technical superior who is consulted for advice whenever needed. Work is reviewed by a technical superior for program effectiveness and conformance with applicable ordinances and established departmental policies through review of the projects submitted and accepted. Supervision may be exercised over subordinate technical employees.

EXAMPLES OF WORK PERFORMED

Examines plans submitted for development permits to ensure they conform to applicable codes, zoning and other relevant ordinances; checks to see that property is zoned correctly for intended use.

Coordinates other department plan reviews and determines that compliance is indicated on the plans and specifications before authorizing issuance of the development permit.

Confers with contractors, engineers, architects, property owners and other interested parties; explains and interprets building laws and regulations, as well as municipal and county zoning ordinances and related laws.

Performs and coordinates Community Rating System and National Flood Insurance Program activities; prepares annual and biannual reports required for program compliance.

Investigates complaints and corrects violations.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the codes, regulations and ordinances governing development construction in the City of Lincoln and Lancaster County, Nebraska.

Knowledge of legal procedures as related to enforcement of municipal and county codes and ordinances.

Ability to read and interpret grading plans and specifications.

Ability to explain, interpret and enforce codes, regulations and ordinances firmly, tactfully and impartially.

Ability to establish and maintain effective working relationships with subordinates, contractors, architects, engineers, property owners, municipal officials and the general public.

Ability to communicate effectively both orally and in writing.

Ability to use a computer for research and information retrieval.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in engineering, architecture, construction management or natural resources plus some experience working with the National Flood Insurance Program and Community Rating System.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in engineering, architecture, construction management or natural resources, or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Must be a certified Flood Plain Manager through the Association of State Flood Plain Managers Inc. within 12 months of employment

Approved by: _____
Department Head

Personnel Director

11/2007

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