



# TOWN OF EASTON ENGINEERING DEPARTMENT

## PLAN REVIEWER JOB DESCRIPTION

### **DESCRIPTION**

1. Review Site Development Plans for compliance with Zoning and Engineering standards and regulations.
2. Review Permit Applications.
3. Assist general public in understanding Town review process.
4. Daily interaction with the general public, the development community, and both elected and appointed officials.
5. Perform other duties and powers as delegated by the Town Engineer.

### **MINIMUM QUALIFICATIONS**

1. Must have experience with road infrastructure, stormdrain, and stormwater management.
2. Must have experience with Construction Drawings and Specifications.
3. Must be able to communicate with the public, applicants, contractors, and fellow employees.
4. Must have ability to accurately document and maintain necessary records in writing and on electronic devices such as computers and tablets.
5. Ability to read and interpret site plans, stormwater management plans, subdivision plats, and building plans.
6. Ability to present technical information to the general public, the development community, Boards, Commissions, elected and appointed officials in a clear and concise manner, both orally and in writing.

### **LICENSE OR CERTIFICATION REQUIREMENTS**

1. A Bachelor's Degree in Engineering, Planning, or a closely related field with at least two (2) years of professional experience working with plans is preferred.
2. Must have valid Driver's License.

This is a Full Time Nonexempt position with benefits. The Town of Easton is an Equal Opportunity Employer.