

May 14th 2017 Version

City of Millersburg Development Coordinator Job Description:

Permit Issuance: Coordinates City permit issuances.

- Processes permits such as sidewalk permits, over-width driveways and curb cut permits for all residential building permits; and work within the public right-of-way;
- Calculates System Development Charges

Plan Review: Performs work necessary to manage the daily operations of the City's building plan review, inspection and permitting functions.

- Conducts building plan reviews and reviews as-built drawings in cooperation with Linn County Planning and Building Department.

Project Manager: Assumes minor project management responsibilities including coordinating and/or directing the work of consultants, city project team members, outside agencies, franchise utilities and private developers. Responsible for managing all phases and elements of assigned projects, ensuring completion within authorized project budgets and schedules and conforming to project scope and permit conditions.

- Provides project leadership, performs project management for minor development projects and may perform supervision over the public works crew;
- Performs a variety of field and technical office work of a paraprofessional engineering nature.

Building Inspection: Performs inspections of structures to ensure compliance with building related codes and ordinances covering new construction or alteration and repair of existing structures. Conducts on-site inspections of lands and streets for compliance issues and performs routine permit application inspections.

- Provides land development assistance;
- Responsible for checking residential, commercial, and industrial buildings in the process of construction, alteration, or repair for compliance with applicable building code requirements, safe construction practices, and other regulations or orders relating to the safety, health, and welfare of the general public.
- Conducts general inspection and permitting functions

Construction Inspection: Performs a range of non-engineering inspections of public works, public utilities, and private development construction projects, including storm drainage systems, streets, right-of-way improvements, water and sanitary sewer projects, and permitted right-of-way activities. Inspects and monitor construction sites to ensure overall compliance and provides overall direction, coordination, implementation and completion of specific projects.

- Construction inspection for public works infrastructure projects and private development projects (i.e. water, wastewater, stormwater and street);
- Perform semi-skilled efforts related to installation and maintenance of water distribution and storm water collection systems;
- Conduct field inspections

Code enforcement: Responsible for investigating the violations of and pursuing compliance with the various sections of the City dealing with residential, commercial and industrial zoning requirements; weeds; signs; nuisances; dumping and public works issues. Investigates, observes, and resolves issues regarding building, land use codes and environmental violations.

- Assists with enforcement of building codes and items related to community appearance

Codes Interpretation: Assists staff and the public in the interpretation and application of adopted codes.

- Assures compliance with applicable building and land use codes on both commercial and residential projects.

Information Broker: Respond to inquiries from the general public regarding public issues and concerns.

- Coordinates public information efforts.

Land Use Planning:

- Coordinate land use applications;
- Addresses development issues relating to zoning, subdivision, transportation, park and open space, site engineering, floodplain development, and excavation and grading;
- Performing activities in current and/or long range planning, to include the processing of land use applications and the preparation of comprehensive planning studies;
- Provides staffing to committees and associations/groups pertaining to planning and community development matters;
- Implements City policies by applying the Millersburg Development Code during land use review of planning applications
- Coordinates wetland mitigation efforts.

Research/Reporting/Preparation :

- Conducts research and provides interagency coordination
- Prepares professional reports, maps, charts and other graphics
- Presents complex reports with findings and recommendations/ proposals to staff and a variety of audiences including the Planning Commission, City Council and other public and private groups.
- Prepares governmental related documents such as public notices and staff reports;
- Provides comments and recommendations on pending State land use legislation.

Compliance:

- Assures compliance with local, state and federal regulations.

Other:

- Other work as requested and related to the aforementioned.

Development Coordinator - \$50,000 - \$58,000 Annually – The City of Millersburg is seeking a full time Development Coordinator. This important role sets the tone for countless decisions and interactions that affect how Millersburg will look and function for decades to come.

The development coordinator will attend to building inspections, plan reviews, elements of land use planning and minor project management. Specifically, the coordinator will be involved to some degree in building plan evaluations; various inspection and permitting reviews; minor project management; code violation investigation and compliance; code interpretation; conveyance of public information; coordination of land use applications; agency coordination; research and report writing.

The successful candidate will possess knowledge of mathematics; field research; project cost estimates; building code application and reviews; land use planning concepts and practices; public laws, codes and rules, and legal descriptions. Additionally, they will need to be able to comprehend and interpret laws, rules and regulations, communicate effectively both verbally and in writing, prepare clear and concise reports and convey complex technical information.

Ideal qualifications include: Graduation from an accredited college or university with a bachelor's degree in Urban Planning, Public Administration, Structural Engineering, Construction Management, or closely related area of study and/or equivalent combination of education and experience sufficient to successfully perform the essential coordinator duties. Those with knowledge of various building and land use codes, building technology, construction management, general construction and development review processes, building code enforcement and plans examination will be looked upon favorably in the selection process.

Possession of a State of Oregon Driver's License or ability to obtain this identification within six (6) months and ability to pass a background check.

For a comprehensive understanding of the job description and its component parts contact shasson@cityofmillersburg.org. This position closes 4:00 P.M. Friday June 2, 2017