

**DEVELOPMENT REVIEW MANAGER/PROFESSIONAL ENGINEER
VILLAGE OF ESTERO
DEPARTMENT OF COMMUNITY DEVELOPMENT**

Job Description:

The Village of Estero, Florida is seeking a Development Review Manager/Professional Engineer to be in responsible charge of the Development Review section. The individual will work under the direction of the Director of Community Development to manage the Development Order (site plan review) process for the Village. This is a full-time position.

Duties:

Relevant duties include but are not limited to:

- Review Development Order plans for compliance with the Village Land Development Code.
- Coordinate site plan reviews with other review entities including utility providers, fire departments, Village Public Works, Lee County Schools, etc.
- Coordinate review activities with applicants, engineers, architects, etc.
- Conduct pre-application meetings with engineers, applicants, owners, developers, etc.
- Review Development Order and Zoning application traffic studies for compliance with the Land Development Code.
- Review plat applications in concert with the Village Professional Surveyor and Mapper for compliance with F.S. Ch. 177 and the Land Development Code.
- Coordinate the process for vacation of plats, rights-of-way and easements.
- Review engineer's cost estimates for on-site and off-site improvements for surety purposes.
- Coordinate the surety process for bonding of project improvements.
- Perform technical review of zoning applications and provide written staff reports and recommendations.
- Attend meetings of Village Council, and Advisory Boards, as needed, and present cases and recommendations.
- Perform other duties as may be required.

Qualifications:

- B.S. in Engineering (Civil Engineering preferred) from accredited program.
- State of Florida Professional Engineering (PE) license or ability to obtain license within six (6) months of date of hire.
- Five (5) years of experience in Civil Engineering, preferably in design or review of site plans for residential and commercial projects.
- Demonstrated proficiency in the preparation of written reports.
- Demonstrated experience in making public presentations.
- Familiarity with Land Development Codes.
- Experience in the use of computer software including Word, Excel, Power Point, as well as plan review and GIS software applications.
- Understanding of transportation/traffic engineering and Institute of Transportation Engineers (ITE) trip generation.
- Experience estimating costs for engineered projects.