



## Job Description

<b>Job title</b>	<i>DEVELOPMENT REVIEW MANAGER/PROFESSIONAL ENGINEER</i>
<b>Reports to</b>	<i>Community Development Director</i>

### **Job Purpose:**

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.

### **Essential Duties and Responsibilities:**

*The following are general duties of the position; however the omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical in its nature:*

- Review Development Order plans and zoning applications for compliance with the Village Land Development Code including but not limited to architectural, lighting, landscaping, and engineering.
- 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 Opinion of Probable Costs for on-site and off-site improvements for surety purposes.
- Coordinate with Village Attorney, banks, bonding companies, owners, engineers, etc., the surety process for bonding of project improvements as required by the LDC.
- Provide written staff reports and recommendations as needed.
- Attend meetings of Village Council, and Advisory Boards, as needed, and present cases and recommendations.
- Attend meetings with drainage/flood plain engineers, architects, landscape architects, traffic/transportation engineers, civil/site engineers, owners, attorneys, etc. to discuss projects.
- Review building permits for compliance with approved site plan conditions.
- Responsible for the plan review, approval, and inspections throughout construction for the Village NPDES MS4.
- Perform other duties as may be required.

**Qualifications:**

- **Skills and Abilities:**
  - 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.
  - Eight (8) years of experience in Civil Engineering, preferably in design or review of site plans for residential and commercial projects within the State of Florida.
  - 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, permitting software, 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.
- **Computer Equipment and Software Requirements:**
  - Experience in MS Office applications – word processing, spreadsheet and database programs, and PowerPoint presentations desirable.
  - GIS experience desirable.
  - Experience with permit tracking software desirable.
  - Ability to read maps and site plans, use a calculator, engineering and architectural scales, phone, copy machine, fax machine, general office machines, equipment, and tools.

**Working Conditions:**

Special working conditions include the possibility of attending evening meetings.

**Physical Requirements:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read, speak and write English. Physical capability to effectively use and operate various items of office equipment such as, but not limited to, a personal computer, calculator, copier and/or other office machines. Work is predominately indoors within a quiet to moderately noisy environment. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 – 20 pounds. Work may involve extended periods of time at a computer or workstation/desk. Position may require the ability to operate a motor vehicle depending on the position assignment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

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<b>FLSA:</b>	<i>Exempt</i>
<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed</i>