



Position Description

Position Title: Part-Time Development Review Engineer

Department: Public Works/Community Development

Non-exempt

Reports to: Public Works Director

Date: February 2024

GENERAL DESCRIPTION OF DUTIES:

Performs engineering review of development plans and applications to ensure conformance with City of Salida Standards for Design and Construction. Coordinates engineering related review comments and changes between applicant and other City departments. This position is expected to be on a part-time basis and based on work load.

ORGANIZATIONAL RELATIONSHIPS:

Provides support to the Public Works Director and Community Development Department. Works closely with community development, finance, and other city departments as well as contractors and developers.

ESSENTIAL DUTIES:

The following duty statements are not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be a reflection of the principle job elements essential for making comprehensive decisions. The City reserves the right to modify or change duties or essential functions of this job at any time.

- Serves as the plan reviewer for civil engineering drawings related to development applications.
- May be asked to provide final inspection of drainage or other site improvements on the property ensuring conformation with development plans.
- Required to accurately complete associated paperwork including review letters, writing minutes related to meetings with developers or their engineers, etc.

EDUCATION AND EXPERIENCE:

BS Civil Engineering Degree or equivalent

Ten years of civil engineering experience related to design and construction of site infrastructure such as water and sewer utilities, road construction, or any combination of education and experience that provides the required knowledge, skills and abilities.

Professional Engineering license in the State of Colorado preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstration of leadership abilities and capable of being a self-starter
- Ability to multi-task and establish priorities.
- Working knowledge of all Public Works design and construction standards.
- Must be able to interact positively with the public and contractors.
- Has the ability to read and discuss engineering drawings.
- Possess valid Colorado's driver's license.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public.
- Ability to utilize drafting software including Civil 3D.

ENVIRONMENTAL AND PHYSICAL CONDITIONS:

- The majority of this position's duties are performed in an office environment.
- Visual and physical ability to work on computers for substantial amounts of time.
- Must be able to work independently, meticulously and assertively.
- Must be able to lift up to 20 pounds.

PAY/SALARY RANGE:

\$45 to \$55 hourly, hiring range up to \$55 hourly.

GENERAL DESCRIPTION OF BENEFITS:

This position includes a family swim benefit at the Salida Hot Springs Aquatic Center.