

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Engineering Technician I (PT)	BAND/LEVEL:	NE/00
DEPARTMENT:	Planning & Development Services	JOB NO:	9595
DIVISION:	Current Planning	DATE:	11/19/2013
REPORTS TO:	Manager, Current Planning	FLSA STATUS:	NE
FULL-TIME: _____	PART-TIME: <u>XX</u>	TEMPORARY: _____	COST CENTER: 601

REPLACES:

DATE:

JOB SUMMARY STATEMENT:

Provides technical reviews of preliminary and final plat submittals and revisions. Coordinates recording of plats and other legal documents with the County. Determines Excise Tax and assessment fees. Checks legal descriptions and other development documents. Researches City and County records and State laws pertaining to platting and surveying standards. Uses technical knowledge to assist other divisions, departments, and customers. Collects fees, maintains files, and assists planning and engineering staff. Assists with emergency operations, including snow removal, if required.

DUTIES AND RESPONSIBILITIES:

1. Reviews plat submittals for compliance with Overland Park Municipal Code, County requirements and State laws pertaining to platting and surveying standards. Researches and prepares staff comments, and communicates directly with the applicant and/or Engineering Firm to coordinate acceptable revisions. Creates and provides supporting documentation when needed. Reviews title reports for research and calculation sheets for Public Works requirements. Monitors the data base for all activities performed, and maintains the digital files for all documents involved in plat review. Updates the plat checklists and standard comments used in review.
2. Coordinates the recording of approved plats. Works directly with the Engineering staff, the Case Manager, and the Transportation Planner to ensure all corresponding construction plan issues are addressed and supporting deeds or maintenance agreements are approved. Communicates directly with Registered Land Surveyor, Planning Commissioner and Governing Body to obtain appropriate signatures. Checks data base for outstanding fees, contacts applicant directly for payment, and collects and processes checks. Submits signed plats to Deputy County Surveyor and provides requested information. Records plats at the County Records and Tax Administration office using the City escrow account. Notifies all involved staff, the applicant, and the engineering firm, and distributes the recorded plat as appropriate.
3. Manages the Planning & Research Escrow account with the Johnson County Department of Records & Tax Administration (RTA), used to pay for the recording of plats, stream corridor maintenance agreements, open space maintenance agreements, non-development agreements, and affidavits of interest. Monitors the balance and requests funds to replenish the account, and then submits the check directly to the RTA.
4. Meets with developers, engineers, contractors, land surveyors, attorneys, the public and city staff regarding development projects. Meetings may include coordination, explanation of city requirements, review of staff comments or calculations, and/or approvals. Coordinates with legal counsel to ensure city procedures, policies, ordinances, and state statutes are met.
5. Reviews and maps proposed legal descriptions and contracts for development projects, such as deeds of dedication, drainage easements, vacations and maintenance agreements. Reviews and researches plats, maps, construction plans and Johnson County's AIMS mapping and database system. Analyzes and recommends possible solutions to platting, surveying, and basic civil engineering problems.
6. Researches property ownership and legal documents. Investigates existing right-of-way and easements through documents located in Johnson County's Mapping and Database Systems (AIMS), or accessed through the City's Geographical Information System (GIS). Keeps current on software updates. Provides backup for easements, rights-of-way, vacations and recorded plat updates to City Plat Maps. Performs other duties, serves on committees, and attends training as assigned.
7. Manages erosion and sediment control sureties including collection, refunds, drawdowns, issuance of expiration notices to permit holders, communicates directly with issuing banks, developers, and Finance Department.

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8. Assists in managing the City's floodplain program records. Duties include processing Letters of Map Changes, coordinating flood map updates with the GIS Division.
9. Assists in issuing of Public Improvement Permits including processing contractor bonds, insurance certificates, issuing permits and distributing approved plans.
10. Scans and indexes various construction plans including public improvements, stormwater detention, and private civil engineering construction plans for the OP Plan Viewer program.
11. Assists with the calculation of the excise tax. Follows established methods to calculate amount and corresponds directly to the applicant with final determination of excise tax amount. Processes checks as they are submitted, and tracks the fees in the department data base.
12. Provides right-of-way and easement exaction calculations used to determine dedication to the City for development improvements. Works directly with the Transportation Planner and completes the exaction form to determine right-of-way to be dedicated or purchased by the City.
13. Assists with management of technical items related to the development review process including addressing, protest petition review and zoning map updates. Processes plan and related items approved by the Planning Commission and City Council. Reviews staff reports and attaches stipulations to final development plans. Submits items to mayor for signature.
14. Assists in emergency operations, including snow removal, as required.
15. Performs other duties as assigned.
16. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
17. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High School Diploma or equivalent and 3 years of experience as an Engineering Technician OR a minimum of 2 years of college or vocational school in the area of civil engineering, computer aided drafting, construction technology, surveying, or related field OR equivalent combination of experience and education. Employees hired on or after May 12, 2008 must have or obtain a commercial driver's license (CDL) within 12 months of employment with the City and maintain an insurable driving record.

Certification in AutoCAD, GIS Mapping applications, surveying, or other certification relevant to job requirements is preferred.

EXPERIENCE:

See Education & Special Licenses/Certifications

SKILLS:

1. Engineering and design programs to include AutoCAD and ArcView
2. Analyze and interpret technical solutions.
3. Working knowledge of windows-based spreadsheet, word processor, and database software programs.
4. Good oral and written communication skills for working within the internal and external customers.

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5. Basic drafting and surveying skills

MENTAL REQUIREMENTS:

1. Ability to compute mathematical calculations used in surveying and design
2. Ability to manipulate specialized engineering and design programs and generate reports.
3. Ability to read and interpret plan information, plat sheets and maps.
4. Ability to read and comprehend City codes, ordinances, standards, County records and State Statutes.
5. Ability to analyze complex problems and recommend possible solutions.
6. Exhibit diplomacy and judgment when working with citizens, contractors, or other public officials.
7. Ability to work as a member of a team in accomplishing job responsibilities.

PHYSICAL REQUIREMENTS:

1. Ability to lift 20 pounds and transport 20 feet
2. Ability to traverse rough terrain
3. Ability to drive a city vehicle
4. Exposure to vehicle noise and fumes
5. Exposure to extreme environmental conditions
6. Ability to draw engineering plans manually or with the use of CAD
7. Ability to travel to field locations or other public buildings
8. Ability to visually review maps, plans and plats

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Indirect: None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.