

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Planning and Building Manager**
Department: Community Development

FLSA Status: Exempt
Updated: July 2018

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

This supervisory position requires a broad knowledge of community development and is responsible for the supervision of all functional elements of the community development department, including building inspections and planning.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the City Manager. Work is reviewed through personal conferences, group meetings, and written and oral reports reflecting results observed, reported and achieved, and overall evaluation of results.

SUPERVISION EXERCISED:

Supervises all employees of the Community Development Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and supervises the development and implementation of city procedures and policies relating to land use, transportation, environmental, community development, community planning, annexations, code enforcement, animal control, and community services programs.
- Participates and supervises development and implementation of funding resources for public and private economic development projects and programs.
- Provides detailed assistance to the public on programs offered through the Community Development Department, assuring proper application and enforcement of such programs.
- Organizes and directs short- and long-range planning programs and projects and a comprehensive plan to assure community development and improvement; oversees the gathering, interpreting and preparation of data for studies, reports, and recommendations regarding annexations, transportation, land use management, land economics, capital improvements, and other plans/policies.

- Coordinates contractors and inter-departmental participation in development implementation of community plans and policies.
- Assures proper application and enforcement of city zoning ordinances and other code approvals by overseeing building inspection and plan review, processing permits, and interpreting appropriate codes and ordinances. Develops new codes when needed.
- Assures compliance with statutory requirements related to the Growth Management Act, zoning, subdivisions, critical areas and environmental issues.
- Plans, organizes, and directs the work of staff by providing leadership and supervision of staff.
- Responsible for implementation of the State Environmental Policy Act. Reviews environmental impact statements and technical reports, and recommends final action on environmental issues.
- Oversees the city development review process. Interprets and applies public and private development codes and requirements to major plats, rezoning, and development projects.
- Responds to complaints and inquiries regarding city development standards.
- Responsible for maintaining Community Development Department records.
- Promotes compliance to comprehensive plans.
- Performs other related duties as assigned which may include, but are not limited to, providing advice and counsel to the Department Directors, implementing directives from the City Manager, and making presentations to the city council, commissions, boards, and citizens groups.
- Works with other city departments on matters of mutual concern to accomplish department and city goals and objectives; communicates city programs and policies to staff.
- Acts as support staff to the planning commission.

OTHER JOB FUNCTIONS:

- Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
- Completes and submits to the City Manager and other city staff, program and project reports.
- Travels within the city and county, as well as out of town, which may include attendance at conferences, seminars, and training sessions.

EDUCATION AND EXPERIENCE:

Graduation for an accredited four-year college or university with a bachelor's degree in public administration, urban planning, environmental studies or a closely related field; and

A minimum of five (5) years of increasingly responsible experience in municipal planning and land use development, at least three (3) of which involve experience in mid-level management or above; and

Evidence of ongoing professional training (classes, seminars, conferences, etc.).

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

DESIRED MINIMUM QUALIFICATIONS:

Five years of progressively responsible experience in a public planning or development position with at least three years of supervisory experience; or

Any equivalent combination of education and experience, with additional education substituting on a year for year basis for the required experience.

Certified Flood Plain Manager, or ability to obtain certification within 12 months of hire date.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles and practices of urban planning, including zoning laws, comprehensive plans, code enforcement, development, urban design, and administration.
- Working knowledge of personal computers and GIS applications.
- Thorough knowledge of and ability to interpret and apply applicable federal, state and local laws, regulations, policies and procedures of the variety of programs provided through the community development department, including but not limited to, the State Environmental Policy Act rules and regulations and the State Growth Management Act.
- Ability to establish effective working relationships, and communicate effectively both orally and in writing with engineers, architects, contractors, developers, owners, supervisors, employees, and the general public.
- Ability to prepare and analyze comprehensive and technical reports and data, provide clear and concise reports, and maintain detailed records.
- Ability to exercise sound judgment in analyzing issues, identifying alternative solutions, projecting consequences, and making decisions and recommendations.
- Ability to give and receive instructions and orders orally and in writing.

- Ability to deal constructively with conflict and develop consensus.
- Ability to interpret maps, property descriptions, charts, graphs, and statistical data, and other complex information and technical data, and to interpret engineering, architectural, and landscaping plans and designs.
- Ability to effectively, efficiently and consistently perform the responsibilities of the position.
- Ability to work independently and make appropriate work decisions.
- Ability to conduct formal and informal meetings and make presentations.

SPECIAL REQUIREMENTS:

Must possess a valid Washington State Driver's License, or ability to obtain one by start of employment, with good driving record.

American Institute of Certified Planners (AICP) certificate preferred.

Must successfully satisfy a background investigation.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Personal computer, including word processing software, motor vehicle, calculator, telephone, copy and fax machines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office setting, operate typical office equipment and supplies, climb, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, and communicate verbally with others. Visits to field facilities may require walking moderately long distances through steep or uneven ground, including during adverse weather conditions. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 25 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment with occasional travel to other city offices, and facilities. Some outdoor work is required in the inspection of various land use developments and construction sites. The noise level is generally that expected in a typical office environment but will vary at other locations. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g., copy machine toner), loud noises, alarms, smoke, vibrations, electrical, chemical, and mechanical hazards, and extremes in temperature. Other hazards may be encountered while visiting other locations. Work may require mobility under, and sometimes on top of structures, and on wet, loose, and/or uneven surfaces. Wearing vision and hearing protection devices may be necessary.

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.
