



CITY OF BRANSON - POSITION DESCRIPTION

PLAN COORDINATOR

Closing Date: October 17, 2022

Work Hours: Typically Monday thru Friday, 8 am to 4:30 pm: Some afterhours may be required.

FLSA Status: Exempt

Department: Utilities

Starting Wage: \$50,817.00

POSITION SUMMARY: The Utilities Plan Coordinator reviews, plans, and coordinates water/sewer infrastructure for a wide variety of private development including the building of all types of residential, commercial and industrial structures, and infrastructure projects. Phases of such projects typically include conceptual design, engineering design, environmental assessment and documentation, easement negotiation and acquisition, construction oversight and project final inspection. The position is responsible for technical work in the area of specification review for development and construction projects requiring water and sewer system extensions and upgrades affecting existing utility infrastructure and other utility structures. Maintains files and records of system connection fees, inspection records, and water/sewer capacity records for new and existing residential and commercial establishments. This position works under limited supervision with work reviewed for results achieved. Position reports to the Assistant Utilities Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Requires a regular and consistent physical presence, at the approved time, in the City of Branson facilities and may telework with prior permission from supervisor and City Administrator. Some of the duties required of this position include the following:

1. Coordinates and supports the developer and their contractor(s) through the development process from the conceptual stage through final construction, making sure that the project meets city code and specifications.
2. Gathers, analyzes and compiles information concerning departmental plan review and practices by reviewing data, water and sewer capacity records, forms, inspection sheets for water and sewer connections, and business licenses.
3. Reviews and provides correspondence of complex engineering, structural, and architectural plans and ensures they conform and/or are compliant with City code, technical specifications and design criteria.
4. Drives to various construction locations and/or work sites to gather on-site information, perform inspections and coordination as required.
5. Serves as liaison with city staff, developers, engineers, consultants, and local business owners, the general public and external agencies on development projects.
6. Inspects new construction, renovation and repair work for quality, materials, and workmanship to ensure that all work complies with specifications, ordinances and City standards.
7. Inspects sewers and sewer laterals, and monitors flow using dye-testing procedures.
8. Performs final inspections of development projects for Utility department.

9. Meets with contractors and developers, explains city specifications and long term planning for system development. Makes decisions and determinations for connection and extensions to meet planned infrastructure requirements.
10. Attends and represents Utilities at various public meetings as assigned.

MINIMUM REQUIRED EXPERIENCE, EDUCATION, AND TRAINING

- High school graduate or GED equivalent is required.
- Plumbing Inspection Certification within one (1) year of hire date is required.
- Water Distribution License within twenty-four (24) months of hire date is required.
- Plans Examiner Certification preferred, and required within eighteen (18) months of hire date.
- Must possess and maintain a valid Motor Vehicle Operator's license.
- Additional licenses or certifications may be required for this position.

PREFERED EXPERIENCE, EDUCATION AND TRAINING

- Three (3) years of experience in water and sewer system maintenance and repair, reading and interpreting plumbing and construction plans preferred.
- Plan review and construction planning experience in accordance with International Plumbing and Building codes preferred.
- National Career Readiness Certificate preferred.

MISCELLANEOUS REQUIREMENTS

- Must be at least 18 years of age.
- Must be highly engaged in the department's goals and be able to work cooperatively with Utility leadership in achieving those goals.
- Must possess a high degree of integrity, strong work ethic and ability to work independently with minimal supervision.
- Must demonstrate excellent customer service to those of internal or external to the department.
- Must be insurable under the City of Branson's motor vehicle coverage when operating a vehicle as a part of the position
- Must be able to pass a background investigation and drug and alcohol screenings

Our application process starts online. Please go to the website <https://bransonmo.acquiretm.com/home.aspx> to see the job description in its entirety and to begin your application. If you have any questions, feel free to call us at 417-337-8555.

EEO: The City of Branson provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, veteran status, or any other characteristic protected by law. In addition to federal law requirements, the City of Branson complies with applicable state and local laws governing nondiscrimination in employment. The City of Branson will provide reasonable accommodations for qualified individuals with disabilities. All individuals hired will be required to provide documentation to establish identity and employment authorization as a condition of employment. The City of Branson is a tobacco-free workplace.