

CITY OF HARRISONBURG
invites applications for the position of:

Site Development Coordinator

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$19.64 - \$22.99	\$1,571.20 - \$1,839.20	\$3,404.27 - \$3,984.93	\$40,851.20 - \$47,819.20

OPENING DATE: 07/07/20

CLOSING DATE: Continuous

DESCRIPTION:



Are you looking for a rewarding career where you can utilize your skills to make a difference in the local community's development process? If so, consider applying to the City of Harrisonburg's Site Development Coordinator position in the Community Development Department!

The Site Development Coordinator is a full-time position with benefits and a preferred hiring range of \$19.64 - \$22.99 per hour (equivalent to \$40,851 - \$47,819 annually). *Applicants who do not meet the minimum qualifications listed below may be considered for the Site Development Technician position within the department at an annual rate commensurate with applicant qualifications.*

The Site Development Coordinator:

- Performs office and field engineering and technical work coordinating site plan reviews and permitting processes;
- Coordinates and participates in site plan reviews and other processes for the department's Engineering Division and other city departments;
- Performs erosion control and stormwater monitoring, inspections and enforcement, including investigating complaints;
- Assists the development community by answering questions, providing data and meeting with outside engineers, contractors and developers;
- May be required to testify in court for enforcement of development regulations;
- May assist with engineering projects by performing computations, measurements and CAD drafting;
- Prepares, maintains and updates files, databases, maps, records and charts, including but not limited to the Best Management Practice (BMP) database and GIS.
- Prepares and files reports, notices, letters, schedules and invoices for a variety of activities, including stormwater billing and development activities;
- Tracks project schedules and bonds;
- Ensures compliance with city practices, including but not limited to as-built certifications are received prior to bond release and facilitation of pre-construction meetings.

Physical Requirements: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions.

Minimum Qualifications:

- Any combination of education and experience equivalent to an undergraduate degree supplemented with coursework in engineering, environmental science, urban planning, public administration or closely related field, required.
- Valid driver's license, required.
- Possession of the following certification within one (1) year of hire date, required: VA DEQ Combined Inspector for Erosion & Sediment Control and Stormwater Management.

The ideal candidate will have:

- Considerable experience with and the ability to use spreadsheets, databases, file management programs and GIS and/or AUTOCAD.
- General knowledge of civil engineering practices, procedures and techniques.
- Thorough knowledge of erosion control and stormwater management practices.
- The ability to:
 - Read and interpret associated plans and confirm field installations;
 - Organize detailed procedures, multi-task and prioritize duties and responsibilities; and
 - Develop and maintain paper and electronic records for various programs.

Successful applicants for this position will be subject to a DMV record check and must complete a satisfactory drug screen and criminal background check.

To Apply: All candidates must submit a complete City of Harrisonburg online employment application, including education and work experience in the body of the application, in order to be considered. The position may close at any time after 10 calendar days. (posted 07/07/2020)

The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5351 - (July 2020)
SITE DEVELOPMENT COORDINATOR
CM

OUR OFFICE IS LOCATED AT:
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