

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>
\$21.56 - \$24.79	\$1,724.80 - \$1,983.20	\$3,737.07 - \$4,296.93	\$44,844.80 - \$51,563.20

OPENING DATE: 04/20/22

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 \$21.56 - \$24.79 per hour (equivalent to \$44,844 - \$51,563 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.*

As the Site Development Coordinator, you will:

- Perform office and field engineering and technical work coordinating site plan reviews and permitting processes;
- Coordinate and participate in site plan reviews and other processes for the department's Engineering Division and other city departments;
- Perform erosion control and stormwater monitoring, inspections, and enforcement, including investigating complaints;
- Assist the development community by answering questions, providing data, and meeting with outside engineers, contractors, and developers;
- Testify in court for enforcement of development regulations, as needed;
- Assist with engineering projects by performing computations, measurements, and CAD drafting, as needed;
- Prepare, maintain, and update files, databases, maps, records, and charts, including but not limited to the Best Management Practice (BMP) database and GIS;
- Prepare and file reports, notices, letters, schedules, and invoices for a variety of activities, including stormwater billing and development activities;
- Track project schedules and bonds;
- Ensure compliance with city practices, including but not limited to as-built certifications are received prior to bond release and facilitation of pre-construction meetings;
- Perform related work as required.

Minimum Requirements:

- 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.
- Valid driver's license.
- Current possession of or the ability to obtain the following certification within one (1) year of hire date: VA DEQ Combined Inspector for Erosion & Sediment Control and Stormwater Management.
- [Click here to view the physical requirements for this position.](#)

The ideal candidate will have:

- Considerable experience with and the ability to use spreadsheets, databases, file management programs, and GIS and/or AUTOCAD.
- Thorough 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.

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- DMV record review;
- Drug screening; and
- Criminal background check.

To Apply: Applications will be accepted on the City's website until a suitable pool of candidates is received. **The first review of applications is expected to begin by April 29, 2022.** This position may close at any time after 10 calendar days. (posted 04/20/2022)

The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), 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 - (April 2022)
SITE DEVELOPMENT COORDINATOR
CM

OUR OFFICE IS LOCATED AT:
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