



City of North Charleston Vacancy Notice

Position: Zoning Plans Reviewer
Department: Planning and Zoning
Pay Grade: 115 (\$62,730 - \$95,740)

GENERAL STATEMENT OF POSITION

The purpose of this position is to conduct routine comprehensive examination of site plan reviews to ensure the new construction, alterations, and repairs of commercial and multi-family residential facilities to ensure compliance with the City Zoning Ordinances and Subdivision Regulations. This position also assists the Director/Zoning Administrator in the administration of Zoning Board of Appeals. Under general supervision, the position performs professional and clerical work related to plans review for the Planning & Zoning Department. *Full job description attached.

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a Bachelor's Degree in Planning, Community Development of related field and one (1) years of experience in engineering, construction, planning, permitting, or closely related field experience; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Posted: 08/30/2024

Deadline: Until Filled

Angela C. Wimberley, IPMA-SCP, SHRM-SCP, SPHR
Director – Human Resources

City of North Charleston
South Carolina
An Equal Opportunity Employer

Job Title:	ZONING PLANS REVIEWER		Job Code:	617
Core Comp Group	ADMINISTRATIVE		FLSA:	NON-EXEMPT
Pay Grade:	115			
Effective Date	10/01/2018	Revision A: Risk	L. MITCHUM 9/15/2020	
Revision B:		Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	Planning and Zoning		Dept. #	451
Location:	City Hall Building		EM Status:	
Reports To:	Director of Planning and Zoning			

Summary Objective

The purpose of this position is to conduct routine comprehensive examination of site plan reviews to ensure the new construction, alterations, and repairs of commercial and multi-family residential facilities to ensure compliance with the City Zoning Ordinances and Subdivision Regulations. This position also assists the Director/Zoning Administrator in the administration of Zoning Board of Appeals. Under general supervision, the position performs professional and clerical work related to plans review for the Planning & Zoning Department.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Conducts review of all commercial, industrial, and multi-family residential development plans and permit applications in accordance with the Zoning Ordinance.
- Draft correspondence and communicate with property owners, developers, applicants, and the general public about the development review process
- Assist Zoning Administrator in the staffing of the Board of Zoning Appeals by meeting with applicants, preparing staff reports, and maintaining records and files.
- Refers to zoning and subdivision regulations, policy and procedure manuals, computer manuals, City codes and ordinances, various government laws and regulations, directories, maps, plats, plans, tax records, studies, surveys, GIS, etc.
- Assists the Director/Zoning Administrator by meeting and working with developers and contractors to ensure developments are compliant with applicable zoning regulations.
- Answer questions from the public about the site plan review process, variance process, and ordinance. applicants, preparing staff reports, and maintaining records and files.
- Researches and organizes files; extracts data from reports; maintains review records; prepares plan review reports; for all commercial, industrial, and multi-family residential developments.
- Maintains records of plans, plan reviews, inspections, letters, and reports prepared or used in connection with site plan reviews.
- Maintain and updates site plan review log and computer tracking system; Maintains storage and retrieval of plans and review comments, generating permits for approved site plans. Prepares or completes various forms, reports, correspondence, policies, procedures, outlines, and guides, technical reports, etc.
- Assists Zoning Administrator in code interpretations. Assists the public with zoning questions by telephone and in the office.

- Attends meetings and make presentations, as needed.
- Interacts and communicates, both orally and in writing, with the immediate supervisor, the Director of Planning and Zoning/Zoning Administrator, Council members, other city employees, subordinates, property owners, contractors, architects, engineers, County personnel, various outside professionals and agencies, and the general public.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations, attends workshops and training sessions when available.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Knowledge of the methods, procedures, and policies, as it pertains to the performance of the essential functions of the position and reviewing technical work in reviewing and approving applicable permits.
- Excellent communication with others, both orally and in writing, using technical and nontechnical language including planning, community development, economics, budgeting, etc. Write complex reports, correspondence, procedure manuals and speeches.
- Prepare presentations and present to City Council and the general public.
- Knowledge of City ordinances, State Code, regulations, standards, practices, programs, goals, policies and procedures of the department pertaining to the specific duties of the Planning and Zoning Ability to make sound, educated decisions regarding review of plan documents for construction. Plans Review.
- Skill in operating and utilizing computer-aided software programs.
- Apply principles of logical thinking to define problems, collect data, establish facts and draw conclusions; to deal with several abstract and concrete variables. Ability to comprehend and interpret received information.
- Understand City projects and perform work with speed, accuracy, and attention to detail under tight deadlines and effectively work with a disparate group of individuals and organizations.
- Exercise tact, discretion and sound judgment in addressing sensitive or confidential matters.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions, follow oral and/or written policies, procedures and instructions, quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology, and use integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Ability to utilize mathematical formulas and practical applications for fractions, percentages, and ratios.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks. Comprehensive knowledge of Microsoft Office, Outlook, Word, and Excel.
- Provide assignments and/or directions to subordinates and receiving assignments.
- Decision making ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations.
- Knowledge of policies, procedures and past practices and make non-routine decisions.
- Ability to read, analyze and interpret strategic plans and proposals, architectural drawings, codes, analytical reports, legal and budget documents.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.

- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires a Bachelor's Degree in Planning, Community Development of related field and one (1) years of experience in engineering, construction, planning, permitting, or closely related field experience; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Must be physically able to operate a variety of machines, tools and equipment, such as computers, printers, and general office equipment. Tasks require the ability to exert medium physical effort in sedentary to light work, but which may involve some lifting, carry, pushing and/or pulling of objects and materials of medium weight. Tasks may involve extended periods of time at a keyboard or workstation. Physical demands are in excess of those for sedentary work. Work involves walking, standing, bending, crouching, reaching, stooping, climbing, etc. occasionally. Must be able to lift and/or carry weights of up to twenty pounds.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None

Special Certifications and Licenses

- AICP Certification Preferred
- Valid South Carolina Driver's License

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.