

**CITY OF DURANT
JOB DESCRIPTION**

Title:	Planning Director/Engineer	Pay Grade:	14
Department:	Administration	FLSA Status:	Exempt
Reports To:	City Manager		

POSITION SUMMARY

Under the direction of the City Manager, the Planning Director/Engineer provides leadership over the execution of the City's strategic vision. Directs the work of the Planning division's directors and/or managers and ensures operational performance. Performs supervisory and technical work for current and long-range planning programs related to developing and implementing city infrastructure and municipal plans and policies.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

1. Directs, manages, coordinates, and expedites activities of Community Development, Economic Development, GIS, Grants, Airport, and Building Inspections; assigns, delegates to, and supervises assigned department heads.
2. Ensures the maintenance of accurate and complete records of department activities and records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to planning and development programs and projects.
3. Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities, services, city planning and zoning regulations and ordinances.
4. Reviews project development plans for compliance with codes, regulations, and standards, adequacy of application for permits, and compliance with approved plans.
5. Coordinates preparation of or develops engineering plans and specifications.
6. Coordinates required advertising for bids, reviews construction bids, and makes recommendations based on lowest cost and best bids, competency of vendors and consultants, and the selection criteria.
7. Assists in intersection signal and channelization design as well as checks for proper use and placement of traffic control devices to assure compliance with the Manual on Uniform Traffic Control Devices (MUTCD).
8. Assists in project management for the construction of municipal public works projects; makes recommendations regarding the analysis and review of procedures and workflow.
9. Oversees assigned projects to ensure contractor compliance with time and budget parameters.
10. Assists in the preparation of sanitary sewer, water, storm drainage, stormwater retention, and street system maps, databases, and comprehensive plans.
11. Maintains the engineering library and infrastructure records and communicates official plans, policies, and procedures to staff and the public.
12. Supervises the development and implementation of growth management, land use, utility, housing, transportation, park and open space, facilities, or other plans and codes to meet the City's needs.

13. Evaluates environmental information and recommend mitigation measures to reduce adverse impacts of development.
14. Assists in the designs of parks, streetscapes, and other municipal projects.
15. Performs other duties as assigned.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- 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.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites.
- Work is generally in a moderately noisy setting (e.g., business office, light traffic).

REQUIRED QUALIFICATIONS

- Bachelor's degree in civil engineering with knowledge in land-use planning, urban planning, landscape architecture, or a closely related field.
- Minimum of two (2) years of previous professional civil engineering experience or municipal planning; or any equivalent combination of education and experience.
- Professional engineer license (PE) preferred.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.