

ADDENDUM II

Position Specific Career Ladder Criteria

Position: Engineering Plans Examiner and Inspector

Career Ladder Specifications

A. Assistant Step

Incumbents in this step are typically newly hired staff or may be longer term staff who have not yet met the requirements to move to higher levels within the career ladder.

Work Elements:

- Meet all minimum education/experience qualifications as listed in the Job Description
- Complete the job specific orientation and training
- Conduct technical review of *residential* construction and development plans to ensure compliance with local, state, and national Public Works and Engineering safety regulations and requirements
- Understand public and private easements and the processes to establish or vacate
- Review approved plans and inspect contractor designed Work Zone and Temporary Traffic Control Plans
- Review and approve building and/or zoning permit applications for compliance with Public Works and Engineering safety regulations and requirements
- Complete construction site storm water management training and post construction stormwater management training
- Conduct construction site inspections and SWPPP implementation for compliance with Public Works and Engineering safety regulations
- Attend development meetings with Associate or Senior EPEI staff

Wage: Grade 14, Step 7-12

B. Associate Step

Incumbents in this step must possess a minimum of one full year of experience working with City Public Works and Mobility Department or equal, foster a culture strong in professionalism, adhere to City Engineering standards and specifications, and support a positive team environment.

Work Elements:

- Meet all requirements of Assistant Step
- Complete all duties as listed in the detailed Job Description
- Conduct technical review of *residential and commercial* construction and development plans to ensure compliance with local, state, and national Public Works and Engineering safety regulations and requirements

- Provide training and guidance to administrative staff and other Engineering Plans Examiner and Inspectors within assigned training and program area
- Assist in the development of procedures and policies used by City Engineering
- Review work produced by other division personnel as requested
- Assist the public in navigating the submittal, review and approval processes for acquiring permits for construction and development within the City
- Assist subject matter experts in the following areas: easements, stage process, permitting, traffic control, sidewalks, utilities
- Conducts independent inspection of surface or utility infrastructure
- Identify changes to Code language (conflicting, missing, incorrect or confusing)
- Assist other departments as requested
- Obtain Paving Inspector Certification
- Obtain Traffic Control Technician certification for review and approval of the design and function of Construction Work Zones and Temporary Traffic Control Plans and street closures
- Obtain American Concrete Institute certification

Wage: Grade 14, Step 13-22

C. Senior Step

Incumbents in this step must possess a minimum of three full years of experience working with City Public Works and Mobility Department or equal, have a complete understanding of City of Missoula Laws, Standards, Specifications, and Regulations; foster a culture strong in professionalism; and support a positive team environment.

Work Elements:

- Perform all tasks in the Associate Step
- Provide mentorship to coworkers
- Administer new employee on-boarding and training
- Coordinate the activities of Engineering Plans Examiner and Inspectors
- Conduct technical review of *complex* construction and development plans to ensure compliance with local, state, and national Public Works and Engineering safety regulations and requirements
- Perform as a subject matter expert for reviewing and approving infrastructure in any of the following technical areas: Sanitary Sewer, Water and Storm Water Infrastructure, Dry Utilities (electric, gas, fiber), Surface Transportation and Mobility Infrastructure
- Communicates and coordinates with other divisions and departments for reviewing and approving construction plans, development reports, easements, encroachments, and vacations of private and public land
- Coordinate with City Engineers to ensure all designed infrastructure meets codes and regulations and are installed in compliance with Public Works and Engineering safety regulations and requirements

- Project Manager for large private developments and construction that include publicly managed and owned infrastructure
- Responsible for managing the Public Infrastructure Review Stage Process including coordinating the shared-review of infrastructure plans, ensuring State approval of water and sewer infrastructure, necessary Department approvals including Fire, Parks and Recreation, GIS, MRA, etc.; approving Release-for-Construction plan sets; and managing City acceptance of the public infrastructure and project close-out for GASB reporting
- Assist other departments as requested

Wage: Grade 14, Step 24-33