



POSITION AVAILABLE

Plan Reviewer

Plan Review/Permitting

Grade 14 (Minimum Salary \$55,203)

Performs technical analysis and review of private-development Traffic Impact Studies (“TIS”) and residential, commercial, and industrial development plans for compliance with applicable County Ordinances and Design Standards and Specifications (State and Federal traffic standards, specifications and guidelines). Direction is provided by the Director of Plan Review and Permitting.

Candidates must possess any combination of education and experience equivalent to graduation with a Bachelor’s degree from an accredited college or university with major course work in Civil Engineering, Transportation Engineering/ Planning, or related field. A minimum of three (3) years of proven and applicable professional design and/or consulting experience. Previous experience in Traffic Engineering or Transportation Planning is highly desirable. Registration as a Professional Engineer or Professional Land Surveyor in the State of Maryland is highly desirable.

The candidate should have considerable knowledge of civil engineering, traffic engineering, and related construction; above-average writing and conversational communication skills. The ability to establish and maintain effective working relationships with engineers, contractors, developers, federal, state & local officials, colleagues, special interest groups and the public. A thorough understanding of general transportation engineering and planning concepts; experience conducting traffic engineering and studies; trip generation, project planning studies. Traffic modeling experience desired with proficiency in Highway Capacity Software, Syncro, GIS, and Microsoft Office. Road design, hydrology/hydraulics, stormwater management, site and subdivision development experience desirable. Knowledge of MUTCD, SYNCHRO, TR-20, TR-55, HEC-2, HEC-RAS and AutoCAD desirable. Ability and ambition to acquire knowledge of related tasks

The candidate should be registered as a Professional Engineer or Professional Land Surveyor in the State of Maryland is desirable.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

To apply, visit our website at www.washco-md.net or complete and return an Application to HR@washco-md.net or by mailing to Washington County Human Resources Department, 100 W. Washington Street, Room 2300, Hagerstown, Maryland 21740. Internal candidates must use an Internal Application and include a resume when submitting.

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Tuesday, October 27, 2020 @ 4:00pm



JOB TITLE:	Plan Reviewer	GRADE:	14
DEPARTMENT:	Plan Review & Permitting	FLSA STATUS:	Exempt
REPORTS TO:	Chief of Plan Review		

GENERAL DEFINITION OF WORK:

Performs technical analysis and review of private-development Traffic Impact Studies (“TIS”) and residential, commercial, and industrial development plans for compliance with applicable County Ordinances and Design Standards and Specifications (State and Federal traffic standards, specifications and guidelines). Direction is provided by the Director of Plan Review and Permitting.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Establishes scope, reviews, and analyzes TIS; coordinates and collaborates with State Highway Administration when applicable.
2. Reviews residential, commercial and industrial development plans for compliance with County Ordinances and Design Standards and Specs and with State Stormwater Management and Floodplain regulations. Recommends approval or denial and provides detailed written comments to design professionals.
3. Advises on an as-needed basis for hydrologic and hydraulic calculations, SWM BMPs, road design and site plan layout for County capital projects.
4. Attends preliminary consultation meetings with County staff, consultants, and developers to listen to and give insight on Land Development Agreements, Road Adequacy Policy, Adequate Public Facilities Ordinance, Stormwater Management and Floodplain Ordinances and County Design and Construction Standards.
5. Reviews applications for issues to be heard by the County’s Board of Zoning Appeals (“BZA”).
6. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Considerable knowledge of civil engineering, traffic engineering, and related construction; above-average writing and conversational communication skills
2. Ability to establish and maintain effective working relationships with engineers, contractors, developers, federal, state & local officials, colleagues, special interest groups and the public.
3. Thorough understanding of general transportation engineering and planning concepts; experience conducting traffic engineering and studies; trip generation, project planning studies.
4. Traffic modeling experience desired with proficiency in Highway Capacity Software, Synchro, GIS, and Microsoft Office.

5. Road design, hydrology/hydraulics, stormwater management, site and subdivision development experience desirable.
6. Knowledge of MUTCD, SYNCHRO, TR-20, TR-55, HEC-2, HEC-RAS and AutoCAD desirable.
7. Ability and ambition to acquire knowledge of related tasks

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation with a Bachelor's degree from an accredited college or university with major course work in Civil Engineering, Transportation Engineering/ Planning, or related field. A minimum of three (3) years of proven and applicable professional design and/or consulting experience. Previous experience in Traffic Engineering or Transportation Planning is highly desirable. Registration as a Professional Engineer or Professional Land Surveyor in the State of Maryland is highly desirable.

PHYSICAL REQUIREMENTS:

This is primarily office-type work but also requires the ability to visit other offices and work-related job sites; ability to walk on and across job sites, which can be noisy, dusty, and hot or cold; ability to communicate through the use of a telephone and personal contact defined by the ability to see, read, talk, hear, and handle or feel objects and controls; exposure to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Registration as a Professional Engineer or Professional Land Surveyor in the State of Maryland is desirable.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Revised: 7/2014; 1/2019; 2/2020