



Senior Plan Reviewer/Floodplain Manager

Please take a look at what you can expect to earn as a **Sr. Plan Reviewer/Floodplain Manager** during your first year as a full time Employee with Washington County Government:

- ✓ **Six (6) Paid Personal Days**
- ✓ **Ten (10) Paid Vacation Days**
- ✓ **Fourteen (14) Paid Holidays; plus 3 partial paid holidays.**
- ✓ **Fifteen (15) Paid Sick Days**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual Salary of 67,288.**

If our **Senior Plan Reviewer/Floodplain Manager**, comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.

JOB TITLE:	Senior Plan Reviewer/Floodplain Manager	GRADE:	15
DEPARTMENT:	Engineering	FLSA STATUS:	Exempt
REPORTS TO:	Director of Engineering		

GENERAL RESPONSIBILITIES:

Performs technical review of engineering plans, plats, permits, and studies for residential, commercial, and industrial private development including stormwater management, grading, road design, and traffic impact studies for compliance with applicable ordinances, design standards, specifications, and guidelines. Serves as the County's manager for floodplain ordinance administration. Direction is provided by the Director of Engineering and the Chief of Plan Review.

ESSENTIAL 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. Reviews residential, commercial, and industrial development plans and studies for compliance with County ordinances, design standards, specifications, and state stormwater management and floodplain regulations.
2. Designated as the lead Floodplain Manager for the County. Reviews projects and issues permits for development in the FEMA floodplain. Maintains records and documents to keep the County eligible to participate in FEMA's National Flood Insurance Program ("NFIP"). Reviews, approves, or denies updates and revisions to the County Flood Insurance Rate Maps. Assists and cooperates with FEMA and the State NFIP representative during Community Assistance Visits. Administer the floodplain program for several municipalities. During emergency situations, participates with the Division of Emergency Services as needed.
3. Reviews traffic impact studies; coordinates and collaborates with the Maryland Department of Transportation State Highway Administration (MDOT SHA) when applicable.
4. Provides design support for hydrologic/hydraulic calculations, and stormwater management best management practices (BMPs) for County capital improvement projects as needed.
5. Reviews detailed environmental studies as required for proposed development and capital improvement projects.
6. Attends preliminary consultation meetings with County staff, consultants, contractors, and developers to listen to and give insight on land development agreements, Road Adequacy Policy, Adequate Public Facilities Ordinance (APFO), stormwater management, floodplain ordinances, and design and construction standards.
7. Provides comments on issues to be heard by the Board of Zoning Appeals ("BZA") and Planning Commission.
8. Provides training, guidance, and assistance to staff regarding stormwater management and floodplain regulations as necessary.
9. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of civil/traffic engineering, plan review, and construction; ability to prepare technical reports, ability to manage projects independently; ability to communicate ideas effectively both orally and in writing. Thorough understanding of FEMA and National Flood Insurance Program (NFIP). Ability to establish and maintain effective working relationships with engineers, contractors, developers, federal, state, and local officials, colleagues, special interest groups, and the public. Knowledge of MUTCD, SYNCHRO, TR-20, TR-55, and HEC-RAS desirable.

EDUCATION AND EXPERIENCE:

Bachelor of Science Degree in Civil Engineering, Environmental Engineering, or related field from an accredited college or university; five (5) years of experience in engineering, plan review, or floodplain management. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; 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; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Valid driver's license and the ability to maintain. Registration as a Certified Floodplain Manager (CFM) or ability to obtain certification within 18 months of employment. Registration as a Professional Engineer in the State of Maryland is desirable.

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

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

Easy Ways to Apply:

- ✓ Visit our website at <https://www.washco-md.net/jobs/>
or
- ✓ Complete and email an Application to HR@washco-md.net
or
- ✓ Complete and mail Application to:
Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740.

Internal Candidates are required to use an Internal Application (including resume) when applying.

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:

Wednesday, May 31st, 2023 @ 4:00pm

Revised: 4/2023