

CITY OF ARLINGTON

JOB DESCRIPTION

Title: *Development Services Manager*
FLSA: *Exempt*
Union: *Non-Represented*
Reports To: *Community & Economic Development Director*

Summary

This individual is responsible for the review and evaluation of private development application materials; provides written and oral guidance, correction and requirements of approval to developers, owners or their engineering representatives in order to issue a permit that allows development with adherence to local, state, and federal regulations. Individuals will perform a variety of regular recurring tasks as well as those of a new and complex nature; supervise, mentor and provide technical guidance to those under their supervision to establish exemplary work performance and customer service levels; and collaborate with developers, contractors and other city staff to achieve positive outcomes.

Work is generally performed indoors but occasionally requires individuals to be outdoors in all types of weather.

Essential Job Functions:

- Meet with developers, owners, contractors, consultants, and others to discuss projects which may require general information meetings, application submittals, civil reviews and the pre/active/post construction processes.
- Prepare or review project plans and specifications, including drafting as needed; analyze project requirements, physical location and other pertinent data; prepare engineers estimate of cost; assure that project designs are in compliance with a variety of state, federal and city laws, codes ordinances and regulations governing public and private projects submitted in development review.
- Develop scope of work and requests for proposals (RFP's); select consultants; finalize contracts; review work product; monitor budget and schedules; provide technical assistance to contractors; manage project resources and approve final work product for a wide range of public projects.
- Perform detailed reviews of submittal materials; civil design, technical reports and engineers construction cost estimates. Organize review comments into written correspondence advising applicant of required changes to plans for permit approval
- Supervise, plan, organize, evaluate, and direct the work of assigned employees.
- Participate in the budget and annual goals and objectives for the department.
- Attends and /or reports for informational, application, pre-construction, active construction and post-construction phase meetings attended by engineers, developers, architects, contractors and citizens to explain standards, specifications and processes
- Maintain communication with all active participants throughout the duration of the project
- Resolve complex and sensitive customer service issues, either personally, by telephone or in writing in a tactful, confidential manner.
- Perform research on codes, ordinances and other applicable requirements, provides information and response to inquiries from developers, engineers, contractors and the general

public. Negotiates with developers and contractors on acceptable mitigation, design alternatives and solutions for development related issues.

- Maintain complete and accurate records, files, plans, and activity.
- Conduct engineering, drafting, special studies, reports, and project management for special projects as developed and assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge and experience in project planning, design and construction of residential, commercial and municipal development.
- Knowledge of Arlington Municipal Code, WSDOT standards/specifications and WA Department of Ecology regulations/requirements; knowledge of transportation and utilities operations; knowledge of Federal, State and local standards and issues.
- Requires the ability to interpret plans, specifications and engineering drawings to compare with construction in progress and adherence to all applicable standards/specifications.
- Ability to clearly and efficiently communicate and establish and maintain positive working relationships with contractors, architects, engineers, co-workers, supervisors, elected officials, other agency officials and the general public.
- Requires the skills and professionalism to provide high quality customer service.
- Ability to listen and ascertain the needs of customers; ability to find and communicate accurate information concerning process, policies and procedures to customers; ability to respond to customers tactfully and courteously.
- Ability to manage multiple projects and tasks.
- Ability to effectively supervise employees.
- Hearing and visual acuity, and manual dexterity to operate computers and other standard office equipment.
- Ability to visit sites, to walk on all types of terrain, to stand for extended periods of time, to be outdoors in all types of weather conditions.
- Ability to operate a motor vehicle.

Qualifications

- U.S. Citizen or legally eligible to work in the United States.
- Bachelor's degree in civil engineering or closely related field that includes significant geotechnical, drainage, environmental science and other civil engineering course work.
- Five (5) years of professional civil and construction engineering experience, including two (2) years of supervisory work and three (3) years in site design, plan review and inspection of residential subdivision, commercial development and capital improvement projects involving environmentally sensitive areas, earthwork, clearing, grading, erosion control/ best management practices (BMP) design issues and construction of public infrastructure.
- Valid Washington State Driver's License and driving record acceptable to the City.
- Or any combination of education and work experience that provides the applicant with the qualifications to perform the job.
- Registration as a professional Civil Engineer in the State of Washington.
- Successfully pass a WSP WATCH background check.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.