

Planning & Zoning Department JOB OPENING



Posted January 9, 2024

Position: Planning Engineer Technician for the Planning and Zoning Department

Hours: Monday-Friday, Day-Shift; 40 hours per week (FULL TIME)

Essential Duties & Responsibilities:

The duties noted below are not to be construed as exclusive or all-inclusive. Other duties may be assigned as necessary.

- Administers, reviews, and approves Improvement Location Permits, certified surveys, minor and major subdivision plats, and major and minor construction plans.
- Receives and responds to public inquiries regarding zoning and subdivision control regulations.
- Creates and maintains the Department's online permitting system and associated applications.
- Reviews land improvement and zoning permit applications for accuracy/completeness and assists applicants with completing proper forms and related documentation
- Assists in the review of proposed construction site water run-off control and post-construction storm water management for residential, commercial and industrial site plans for conformity to stormwater requirements of the County's Subdivision Control Ordinance.
- Reviews public and private proposed projects for compliance with stormwater quantity and quality ordinances and standards.
- Assists in tasks involving the use of Geographic Information System (GIS) to meet MS4 Stormwater Program regulations and objectives.
- Assists with permitting, conducting inspections, and enforcing County ordinances and documentation of findings associated with stormwater technical reports, including inspections, audits, and enforcement referrals.
- Assists with the review of construction stormwater runoff, monitor compliance, and if necessary, enforce violations.
- May need to assist with periodic evening meetings
- Assist with on-site inspections as needed for new construction
- Assist with the digitization of County, Town and City records as directed

Minimum Training & Experience Required:

- Bachelor's Degree in Civil Engineering Technology, Urban Planning and/or Urban Geography with minimum of one (1) year experience as a civil engineering technician, urban planning, surveying and mapping technology or related field
- Familiar with various software, including: Word, Excel, OneNote, PowerPoint, Adobe, ArcMap
- Possess a valid driver's license
- Ability to pass pre-employment screening / testing
- Must be eligible to work in the United States

Applications must be submitted to Nicole Daily via email at ndaily@dearborncounty.in.gov or mail to 165 Mary Street, Lawrenceburg, IN 47025 **no later than January 26th, 2024 or until the position is filled.**