

NEW CASTLE COUNTY GOVERNMENT

Number 0663

CLASS SPECIFICATION

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Date 05/01/01

Title: CHIEF OF SITE MANAGEMENT

Approved:



GENERAL STATEMENT OF DUTIES: Manages and administers New Castle County's land development engineering plan review and site inspection activities to ensure compliance with applicable New Castle County codes and ordinances; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class applies professional engineering knowledge and managerial skills to activities which includes subdivision and land development record plans, sediment and storm water plans, drainage, grading, sanitary sewer and sewage pumping station plans, flood plain activity, borrow pit licensing and the entire site inspection activity. Responsibilities include the management, direction and coordination of the activities of subordinate professional, technical, supervisory and clerical employees. This employee also performs administrative tasks in line with these responsibilities. Assignments are broad in scope and considerable independent judgement is required.

EXAMPLES OF WORK: (Illustrative only)

- Manages and supervises the review of subdivision and land development engineering plans, drainage, storm water management, grading and sediment and erosion control plans, sanitary sewer and sewage pumping station plans;
- Manages the activities of personnel engaged in site related plan review;
- Manages all activities related to the delegation of the Department of Natural Resources and Environmental Control (DNREC) Sediment and Storm Water Program;
- Manages and supervises the inspection of all site development activity;
- Manages the licensing and monitoring of extractive use operations;
- Supervises the technical review of all applications to develop in the flood plain and prepares departmental recommendation;
- Conducts periodic reviews of drainage and storm water management codes, prepares legislation to amend codes and recommends policy for implementing these codes;
- Recommends and oversees the implementation of the fee structure for all activities accomplished by the site management function;
- Manages, prepares and administers the yearly operating budget;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;

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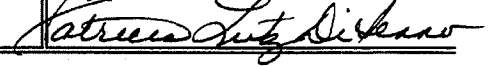
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CLASS SPECIFICATION

Title: CHIEF OF SITE MANAGEMENT

Approved:



- Represents the County on various technical committees;
- Provides consultation on proposed revisions to zoning and subdivision codes as they relate to land development;
- Manages the role of the County in the implementation of the Water Resources Protection Area regulations;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of civil engineering as applied to the development of land and site inspection activities; skill in the use of civil engineering instruments and equipment; ability to plan, layout and manage the work of subordinates; ability to make and review difficult engineering computations and make comprehensive recommendations on engineering problems; ability to establish and maintain effective working relationships with developers, homebuilders, site contractors, consulting engineers, planners, elected officials and government agencies at the local, state and federal levels; good professional engineering judgement; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years professional civil engineering experience at the management level, with at least three years supervising site design, site plan review or site inspection activities, and possession of a Bachelor's Degree from an accredited college or university with major course work in civil engineering; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a professional engineer's license issued by the State of Delaware. Possession of a valid Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS:

Established:	06/25/90
Revised:	01/02/91
Revised:	01/01/96
Revised:	07/11/96
Revised:	07/01/97
Revised:	05/01/01