



## Employee Job Description

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# Plan Review Specialist

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### Why Work at Del-Co Water?

- 2021 Top Workplace Recipient as recognized by Energage and Columbus CEO Magazine.
- We offer a Pension, 401(k) and Roth plan access
- Excellent advancement opportunities
- Competitive pay and insurance benefits
- Industry leader in workplace safety
- Paid time off including vacation, personal and sick time
- Educational reimbursement opportunities

### Key Job Details

- Reports to: Engineering Manager
- Department: Engineering
- Classification: Exempt
- Schedule: Monday – Friday 8:00 am - 4:30 pm
- Employment Type: Full-Time
- Grade: 10 (\$60,198 – \$74,136)
- Location: Delaware, OH

### Summary of Responsibilities:

- The Plan Review Specialist will assist with subdivision and commercial project plan review and development coordination.

### Essential Duties:

- Review and approve water system design plans and plats for new residential and commercial developments, and other construction projects by the County or others that impact the assets of the company.
- Assist the inspectors with addressing issues that arise during the construction of subdivision/commercial projects.
- Review road and bridge improvement project plans submitted by others and identify potential conflicts with the company's facilities.
- Conform to the established process for review and approval of plans submitted by outside entities.
- Communicate with various county and state agencies pertaining to the design, review, and construction of water infrastructure projects.
- Prepare correspondence to property owners informing them of construction projects.
- Meet with property owners to address concerns and obtain signatures for easements.
- Prepare and acquire permits from the regulating authority.
- Research deed and property information and draft easements as needed.
- Perform quantity take-off calculations and prepare materials lists for purchasing.
- Attend internal and external preconstruction meetings as needed.

- Maintain proper records during design and construction using Del-Co implemented solutions and procedures.
- Coordinate with Accounting to prepare and send billing for services provided by the company.
- Review and report on project status.
- Represent the company in public meetings and make presentations to developers, public officials, and the public.
- Cover additional office duties or field duties as assigned throughout the company.
- Other duties as assigned.

**Qualifications:**

- A Bachelor’s degree from an accredited college or university or a minimum of five years of experience in utility construction is required.
- Must understand thoroughly the operation of a water distribution system, including all components and appurtenances.
- Must also have a thorough understanding of other utilities which operate in proximity to the company’s system.
- Must have or develop expert knowledge of company’s engineering criteria as well as current EPA requirements.
- Must have excellent communication skills and be able to interact on a professional level with customers both internal and external.
- Must be detailed orientated and well organized.
- Computer proficiency in Windows and Microsoft Office.
- A high school diploma or GED is required.
- Must possess a valid driver’s license and have an acceptable driving record.
- Must be an Ohio Notary Public or obtain one within six months of hire date.
- Any combination of training and work experience, which indicates possession of the skills, knowledge and responsibilities listed.

**Physical Requirements**

This is light work requiring the exertion of 20 pounds of force occasionally and up to 10 pounds of force frequently. The work requires visual acuity to operate computer equipment and for reviewing, checking, preparing, and maintaining written and computer files. Manual dexterity is required to operate standard office, data entry, word processing and other computer equipment. Incumbent is required to have sufficient hearing ability to perceive information at normal spoken word levels.

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*This position description is not to be construed as an exhaustive statement of accountabilities, duties, or responsibilities of requirements. Any individual may be required to perform any other job-related*

*activities or functions requested by his/her manager, subject to reasonable accommodation. Del-Co Water Company reserves the right to modify this job description to reflect changes in essential job duties made necessary by changing organizational needs. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions of the position. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time. Applicants may also apply for this position by visiting Del-Co Water at 6658 Olentangy River Rd, Delaware OH, 43015 or calling (740) 548-7746.*