

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

[www.santafenm.gov](http://www.santafenm.gov)



## Recruitment Announcement # 2020-LU2

<b>POSITION TITLE</b>	<b>Land Use Compliance Officer (489)</b>	<b>SALARY RANGE:</b>	<b>\$19,541-\$29,311 (10)</b>
<b>DEPARTMENT</b>	<b>Land Use</b>	<b>FLSA/UNION STATUS:</b>	<b>Non-Exempt/ Union</b>
<b>PERIOD TO APPLY:</b>	<b>07/17/2019 – 07/31/2019</b>	<b>POSITION STATUS:</b>	<b>Classified Full-Time</b>
<b>SUPERVISOR:</b>	<b>Carol Johnson</b>	<b>LOCATION:</b>	<b>Technical Review</b>

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### GENERAL DESCRIPTION

Performs site plan review, site inspection, and construction oversight for subdivisions, commercial projects, and multi-family projects to ensure compliance with City code and ADA requirements.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Engineering Development Review Division Director.

### SUPERVISION EXERCISED

May provide supervision to assistant staff as needed.

### NATURE OF WORK

**Essential Functions:** *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

- Reviews development plans and subdivision plans for ADA site compliance.
- Coordinates pre-construction conferences for site development work to ensure conformance to City code requirements.
- Reviews building permits to ensure conformance to City grading, drainage, and terrain management regulations. Reviews building permit site plans for ADA compliance.
- Implements the City Prairie Dog Ordinance including permit review, field inspection, and approval of site-specific relocation program. Prepares prairie dog approval documentation for all subdivision, commercial projects, and multi-family projects.
- Performs inspections of site improvements for infrastructure, grading, drainage, prairie dog, and ADA compliance with plans, specifications, and codes.
- Reviews test reports, field log, and written documentation, including recommendations on actions to be taken to remedy failing tests and substandard work.
- Reviews requests for release of financial guarantee funds to assure completion of work.
- Meets with subdivision, a commercial project, and multi-family project applicants to review inspection reports.
- Responds to public complaints on subdivisions, commercial projects and multi-family projects.
- Functions as direct contact to the general public on issues related to assigned responsibilities.
- Assists with the development and review of code amendments.
- Works closely with legal staff on controversial issues.
- And other duties as may be required.

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## **MINIMUM QUALIFICATIONS**

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in engineering, architecture, landscape architecture, or related field; and, six (6) years of experience in site design with an emphasis on landscape, terrain management, plan review, construction or land use code enforcement with an emphasis on-site design. Must obtain ADA Plan Review and Inspection certification within one (1) year of employment and must maintain certification thereafter; or, an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

May be required to work irregular hours, i.e., nights, weekends, and holidays. Must possess a valid driver's license.

## **KNOWLEDGE, SKILLS, and ABILITIES**

**Considerable knowledge** of alternatives to resolve substandard site construction. Considerable knowledge of the City's development review process, building permit process, and Land Development Code requirements.

**Considerable knowledge of** the HTE system and AutoCAD. Working Knowledge of Word, Excel, and GIS programs.

**Considerable skill in** effective communication and interpersonal relations, both orally and in writing. Considerable skill in problem-solving substandard construction.

**Ability to** read, interprets, and works from field notes and descriptions, surveys, aerial photographs, plans, and specifications. Ability to make simple mathematical computations. Ability to interpret development plans and subdivision plats. Ability to hike and climb over rough terrain and to occasionally lift/carry equipment weighing up to 50 pounds.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

Work is performed in the office and in the field, sometimes in inclement weather. Hiking and climbing over rough terrain may be required. May be exposed to gases, sprays, fumes, dust and environmental allergens. Good visual acuity and hearing acuity is required. Working irregular or extended hours may be required.

### **ADA/EEO Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

### **VETERAN'S HIRING INITIATIVE**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

**Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**

**TO APPLY: Resumes will not be accepted in lieu of the city application form.** Submit City of Santa Fe Application by one of the following methods: Fill out an application at the Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: [www.santafenm.gov](http://www.santafenm.gov); or apply online at [www.santafenm.gov](http://www.santafenm.gov). Applications become public record upon receipt and may be made available for public inspection upon request.

**When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at the time of interview.** Pre-placement physical exams are required for some positions. ***Incomplete applications may delay or exclude consideration of your application.***