



Development Review Services Permit Section Supervisor

Category: Classified/Excluded
Pay Grade: C22
Job Code: 10246

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is semi-professional supervisor, staff leadership, and staff development work explaining and researching building and zoning standards and regulations to applicants, other agencies, and the public. Work centers on planning for and directing lower level staff to schedule and perform work in close coordination with a variety of departments or divisions, such as Utilities and the Health Department or Zoning, Environmental or Engineering Divisions of Building/Development Review Services in order to expedite the issuance of permits. Work requires directing other staff, giving attention to detail, researching, and making recommendations concerning permits, building codes, county ordinances, administrative practices, and enforcement procedures.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Directs efforts of lower level, as well as assists in training and leading lower level staff in policies and procedures applicable to zoning, zoning clearances, zoning determinations, building and construction permits;
- Performs special projects and handles most controversial cases;
- Solves complex problems connected with the zoning codes and maintains work records;
- Reviews and prepares Board of Adjustment, Zoning, Land Use, Conditional Use, and Nonconforming Use Cases for staff review and public hearing, etc.;
- Supervises the work of lower level technical employees engaged in the reviews and processing of plans and applications and issuing building permits, zoning clearances, liquor licenses, etc.;
- Assists in the formulation of recommendations for the Board of Adjustment case requests including associated fieldwork;
- Prepares or reviews correspondence for supervisor signature;
- Oversees preparation of public hearing case graphics;
- Reviews and processes walk-thru site plans, track updates;
- Researches old site plan reviews for current development;
- Attends site plan meetings with engineers, developers, architects and staff to answer questions, give interpretations and resolve problems pertaining to site plans submitted for review;
- Develops Cross-training instructions and manuals;
- Oversees administrative efforts when purges and archives site plan records are disposed of in accordance with acceptable records management procedures and laws;
- Processes sidewalk waiver requests;
- Reviews zoning atlas and updates records for accuracy; coordinates signatures with the County Administrator's office;
- Sits on the department technology team and coordinates GIS mapping with Business Technology Services;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) years of experience in public contact semi-professional development, permit, and zoning approval work that includes 6 or more months in a lead or supervisory capacity; or Associate's degree and four (4) years of experience in public contact semi-professional development, permit, and zoning approval work that includes 6 or more months in a lead or supervisory capacity; or Bachelor's degree with course work in urban planning, business, public administration, management, engineering, planning, or a related field and two (2) years of experience in public contact semi-professional development, permit, and zoning approval work that includes 6 or more months in a lead or supervisory capacity; or an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Ability to rapidly acquire knowledge of the county zoning regulations, ordinances, and procedures;
- Ability to meet and deal with managers, supervisors, professionals, members of the public and co-workers on highly technical and professional building permit and zoning requirements;
- Ability to apply basic computer applications and software;
- Ability to express ideas clearly and concisely in both oral and written form;
- Ability to meet and work with the public and to explain regulations clearly;
- Ability to make field inspections and determine facts through investigation;
- Ability to read planimetric maps, aerial photographs, engineering scales and other related graphic aids;
- Ability to read construction drawings, blueprints, aerial photos, surveys, height details, sign details, legal documents, legal descriptions, and diagrams;
- Ability to read architectural and engineering scales, and use other related graphic aids.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.