



DRS Plans Coordinator

Category: Classified
Pay Grade: C22
Job Code: 10234

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 advanced technical and professional level administrative work implementing and coordinating important Development Review Services Department (DRS) steps required by Pinellas County. The incumbent analyzes applications and looks to identify resolutions of problems arising from development, plan review, zoning, permitting inspection and other code related difficulties. The incumbent also monitors and track various performance measures associated with site plan review and other key departmental indicators. The position seeks to identify, develop, and implement policy, procedural and regulatory resolution through the use of alternative and standard codes of policy solutions. The incumbent may represent the department and/or organization on site plan issues or other performance measures and is responsible to consult with and give authoritative guidance to individuals and the applicants on significant policies and requirements. The incumbent works with individuals at all levels of responsibility from management, industry professionals, and citizens on permit applications, development/zoning/engineering policies, and procedures. Work is performed with considerable independence on program matters but problems encountered of an unusual nature are referred to more senior officials. The position reports to a manager, director or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Coordinates with the Pinellas County development review approval process and may include technical engineering and other requirements related to public works, utilities, fire, building, and planning subject matters;
- Processes a full range site plans including commercial development and consolidates written comments relative to ordinances, resolutions, policies and procedures that involve approval of plats submitted for compliance with applicable site plans and zoning/engineering requirements;
- Ensures desired BDRS process outcomes, tracks performance measures, timelines and intra and inter agency coordination (i.e., fire, electric, schools, etc.) requirements and deadlines are achieved;
- Tracks, reports, and helps prepare presentations regarding departmental performance measure and key indicators;
- Serves as the staff liaison to the county's Development Review Committee (DRC), which may require establishing the agenda, coordinating the meeting schedule, supporting the meeting by taking minutes or preparing development orders;
- Participates on various office automation initiatives and activities, plus reviews and approves changes and updates to the DRS GIS related database information resolving conflicts from various sources of information, including changes and updates to future land use maps;
- Analyzes routine and complex zoning/engineering applications and completes analysis to recommend site plan approval or disapproval to authorities;
- Reviews and ensures applications address detailed requirements when applicable, such as plotting, risk management, construction bonds or other special details necessary to meet application and permit requirements;

- Identifies zoning/engineering violations for field staff, law enforcement and /or the general public as well as determines fees;
- Researches various zoning/engineering application fees and computes charges, impact fees, etc., based upon DRS policies, precedents, and schedules;
- Coordinates other department reviews such as structural plans for commercial development to determine compliance with the approved site plans;
- Supports and assists other technical, professional, and management officials to communicate program policies and directions on routine, as well as special projects;
- Maintains important system of records pertaining to walk-thru site plans and other technical and public records;
- Performs related work as assigned or required.

QUALIFICATIONS

Education and Experience:

Five (5) years applying zoning/engineering related requirements in major construction programs, major site developments or various applications of zoning/engineering regulations and activities; or five (5) years tracking performance measure and implementing process improvements; or an Associate's degree with course work in planning, engineering, public administration, construction management, or related field and three (3) years' experience as described above; or a Bachelor's degree and one (1) year experience as described above; 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 knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the Pinellas County zoning/engineering matters and related administration and enforcement including related codes, ordinances, regulations, policies and procedures;
- Knowledge of government construction plan regulations, requirements, and specifications applicable to public or private construction;
- Knowledge of office procedures and ability to research and maintain appropriate public records;
- Skill conveying expectations, setting priorities, and timelines on behalf of the Department Manager, Director, or County Administrator;
- Ability to analyze and apply basic measurements, performance tracking, and mathematical computations for construction plans and projects;
- Ability to apply and administer site plan review policies and to analyze special event applications for required permits;
- Ability to operate basic computer applications, software, computer maps, automatic permit systems, electronic submittal and routing of plans, and various other computer software packages, with a specific interest in SharePoint, Socrata, and/or Accela;
- Ability to troubleshoot and coordinate complex work issues within and between various departments;
- Ability to interact positively with customers under pressure meeting deadlines and to explain reasons for regulations firmly, tactfully, and impartially to the general public;
- Ability to perform technical measurements and complete mathematical computations when analyzing and evaluating construction plans and engineering drawings;
- Ability to read and interpret construction drawings, blueprints, building, and research development plans including platting and mapping to specifications and legal documents as well as identify deviations from published requirements;
- Ability to read and use maps, aerial photographs, engineering scales, and other related graphic aids;
- Ability to communicate clearly, orally and in writing, to citizens, technical, and administrative staff;

- Ability to work independently and to troubleshoot and resolve complex technical and administrative public or private building, construction, and government permit related issues.

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:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- 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.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- 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.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

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