

## **PLANS COORDINATOR**

### **MAJOR FUNCTION**

This is a paraprofessional position of a technical and administrative nature involving the coordination, review and processing of subdivision plats, improvement plans and drainage plans for compliance with Marion County regulations and assisting Engineers, Surveyors, Developers, and members of the public with the process. This position is a cashier station and is responsible for collecting fees and processing payments associated with the development review process. Supports and acts on the behalf of the Permitting Division Manager in his/her absence.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Processes and distributes plans and waivers to Transportation staff and other County Departments and agencies for appropriate review. Coordinates plan review for response to applicant or for presentation.
- Assists with the development plan review process. Reviews of subdivision plats, improvement plans, and drainage plans to ensure compliance with codes, laws, and regulations.
- Assists engineers, surveyors, developers, and the general public in the submittal and waiver process, including research.
- Schedules items, prepares and distributes Development Review Committee Agenda and Minutes.
- Prepares agenda items for the Board of County Commissioners.
- Processes for review and records official documents, including final plats.
- Receives, processes, and maintains records and fees related to applications, reviews, and road construction. Performs daily cash audits, calculates for accuracy, checks and balances.
- Maintains computer databases and assists in records management.
- Develops and maintains manual for processes, policies, procedures, and plan review checklists used for cross-training other department employees and assisting private sector engineers and surveyors in the development review process.
- Retrieves information for County employees, engineers, and the general public and makes copies as requested.

## **PLANS COORDINATOR**

- Schedules pre-construction conferences for subdivision improvements with private sector engineers and Transportation staff.
- Schedules field inspections and re-inspections.
- Maintains weekly projects status report.
- Provides training to staff as required.
- Assigns and monitors work assignments for Development Review Staff.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- Performs other tasks as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

### **SUPERVISION**

Responsible for the direct supervision of a section with four or less employees. Responsible for coordination of work operations for the section. Duties include monitoring and evaluating employee's job performance. Interviews applicants and makes selection recommendations to Division Manager.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience.**

Associate Degree from accredited college in Engineering, Business Administration, Public Administration, Construction Technology or closely related field or technical school and two years related experience, including two years in a supervisory role, or an equivalent combination of education and experience.

#### **Licenses.**

Possession of a valid Florida Drivers License.

## PLANS COORDINATOR

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **Mathematical Skills**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **Problem Solving Ability**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.
- Study manual work process to determine most effective methods as essential tasks.

#### **Specialized Skills and Abilities**

- Strong working knowledge of computers, e.g. current operating systems, work processors, email, Internet usage, and basic spreadsheets.
- Knowledge of state and local laws, standards, and regulations related to the Land Development Code and civil engineering.

## **PLANS COORDINATOR**

- Thorough knowledge of engineering and surveying principles, practices used in land subdivision and road construction.
- Ability to read and interpret construction plans and recognize deviations in violation of codes.
- Ability to perform technical research and prepare draft reports.
- Ability to maintain records and files and make comprehensive reports.
- Ability to read and write complex legal descriptions.
- Ability to perform assigned task accurately.
- Ability to communicate with other individuals in a tactful and courteous manner.
- Ability to write legibly.
- Ability to train other personnel.
- Ability to adapt to new procedures and assignments.
- Ability to analyze situations, draw conclusions, and make recommendations.
- Ability to work independently without supervision.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

This employee will be required to operate a computer, including word processing, spreadsheets, databases, and graphics, programmable calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to climb or balance, stoop, kneel, crouch, or crawl; will regularly be required to stand, walk, use hands to finer, handle, or feel, reach with hands and arms, talk or hear, and lift up to twenty five pounds; and will

<b>PLANS COORDINATOR</b>
--------------------------

frequently be required to sit. Special vision requirements are close, distance, and color vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this environment is moderate.

Established: 10/99	Category: 6
Pay grade: 13	Status: NE
Job Description Number: 6117	Revised: 10/2006