

RIGHT OF WAY PERMITTING SPECIALIST

MAJOR FUNCTION

This is a technical position responsible for processing applications for right-of-way permits, determining status, and issuing permits for all work performed within Marion County right-of-way.

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.

- Receives and processes applications and issues permits for work within right-of-way for all driveways, utility construction, and crossings of right-of-way in accordance with department policy.
- Reviews plans to ensure compliance with Marion County Land Development Code.
- Verifies road status with Property Management and Road Departments.
- Coordinates permits with Building and Zoning Departments.
- Coordinates permit and complaint inspections with inspection division. Works with Code Enforcement Department to enforce County regulations.
- Maintains data base for all permits and correspondence. Also, maintains driveway and utility permit files.
- Collects fees for utility and driveway permits. Processes payments and delivers them to the Finance Department.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs other duties 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.

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SUPERVISION

This position has no supervisory responsibilities.

EDUCATION, EXPERIENCE, LICENSES

Education and Experience.

High school diploma or general education degree, and six months related experience or training, or an equivalent combination of education and experience.

Licenses.

Valid Florida Driver License.

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 managers, clients, customers, and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Problem Solving Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records and procedures to others as lead worker.

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- Requires judgment regarding use of equipment, tools or material.
- May participate in development of policy, programs, plans, or procedures.

Specialized Skills and Abilities

- Strong organizational skills.
- Ability to work with minimal supervision.
- Ability to prioritize and analyze data and meet multiple deadlines.
- 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, 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 stand, walk, use hands to finger, handle, or feel, reach with hands and arms and stoop, kneel, crouch or crawl; and will frequently be required to sit, and talk or hear. Vision requirements are close, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions and outdoor weather conditions. The noise level for this environment is moderate.

Established: 10/99	Category: 3
Pay grade: 8	Status: NE
Job Description Number: 3059	Revised: 2/2004