

RIGHT OF WAY PERMITTING SPECIALIST II

MAJOR FUNCTION

This is a technical position responsible for processing and reviewing plans for applications for Right-of-Way Permits, determining status, and issuing permits for all work performed within Marion County Right-of-Way. This position is a cash location and responsible for collecting fees and processing payments for all Right-of-Way Permits. (i.e. maintaining escrow accounts, cash payments, etc.) Support and act 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.

- 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.
- Provide training to staff as required. Supervises, monitors, assign duties and coordinates the workload of staff under charge.
- Review plans and make recommendations for Development Review Waivers.
- Provides written and oral technical advisement and conveys interpretations in response to inquiries about permitting issues from the public, staff and administration.
- Provides advice and assistance to office and field staff regarding code interpretations.
- Reviews plans to ensure compliance with Marion County Land Development Code.
- Provides regular updates on department policies and procedures manual.
- Coordinates permits with Building and Zoning Departments. Coordinates permit and complaint inspections with Inspection Division. Works with Code Enforcement Department to enforce county regulations.
- Performs collections for outstanding fees owed to the County for services.
- Tracks productivity on permit activity and customer service.
- Collects fees for utility and driveway permits. Performs daily cash audits; calculates for accuracy, checks and balances. 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

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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, by phone contact and by fax documents.

SUPERVISION

Responsible for the direct supervision of a division with 8 or less employees. Responsible for coordination of work operations for the division. Duties include monitoring and evaluating employees' job performance. Interview applicants and make selection recommendations to division supervisor.

EDUCATION, EXPERIENCE, LICENSES

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, two years in a supervisory role or an equivalent combination of education and experience.

Licenses

Valid Florida Driver License In-house Permitting Specialist Certification of Levels I & II.

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.
- Ability to tactfully respond to complaints from customers, regulatory agencies or members of the business community.

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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.
- Ability to explain records and procedures to others as lead worker.
- Requires sound judgment regarding use of equipment, tools or material.
- Participate in development of departmental policies, programs, plans and procedures.
- Ability to develop and implement procedures to operate office at maximum efficiency.

Specialized Skills and Abilities

- Strong organizational skills.
- Ability to read and interpret construction and utility plans, and to perform technical research and prepare draft reports.
- Strong working knowledge of computers, i.e. current operating systems, word processors, e-mail, internet usage and basic spreadsheets.
- Ability to train, supervise, monitor, assign duties and coordinate the workload of staff under charge.
- Ability to analyze situations, draw conclusions and make recommendations both orally and in writing.
- 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

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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.

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