

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Permitting Coordinator</u>
Sch & Grade	<u>PAT-10</u>
Class Code	<u>BH97</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occup Group	<u>Code Enforcement & Inspection</u>

PRIMARY PURPOSE:

Supervises administrative and permit services personnel staff along with coordinating the interdepartmental plan review and cooperative permitting process including establishing appropriate processes, policies, and procedures as well as effective communication between departments and with customers.

SUPERVISION:

Under general supervision of a Professional Engineer as determined by the Director of Building Development Services.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Establishes priorities for completion of assigned work and ensures work is properly distributed among employees and completed in an efficient manner.
2. Monitors and evaluates the work performance of subordinate staff members, investigates complaints, and recommends resolution of disciplinary problems.
3. Establishes and communicates clear goals and objectives for the work group through team building methods.
4. Establishes, implements and maintains methods and procedures to assure all personnel actions are processed correctly and in a timely manner as well as makes appropriate changes to expedite efficiency.
5. Works with customers to develop prospective projects including but not limited to verifying subdivision and zoning process, required infrastructures, and general Code requirements; facilitates completion of site development forms.
6. Coordinates the interdepartmental plan review and permitting process and makes recommendations to change these processes for the purpose of improving the consistency and timeliness of the plan review process.
7. Participates in the development, establishment, and implementation of appropriate processes, policies, and procedures for an effective cooperative permitting program that provides quality customer service.
8. Consults with all departments involved in cooperative permitting and serves as a liaison in order to assess and address different departmental needs.
9. Verifies sewer availability and street classifications, street and sidewalk requirements and understands the storm water detention process.
10. Reviews and screens plans and applications submitted for permits to determine compliance with applicable codes and regulations prior to issuance of permit(s).
11. Reads, interprets, and understands construction documents, applicable city ordinances and regulations in particular those dealing with building codes, permit issuance, and permit fees.
12. Prepares and maintains required records and reports.
13. Operates computer systems utilizing appropriate applications.
14. Tracks the status of current projects being reviewed which are pending approval and keeps involved parties updated on progress and relevant issues.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, workshops, and other training for professional development purposes.
2. Oversees and participates in the assignment of addresses for all parcels, tracts and sites in conformance with the codes and standards of the City of Springfield.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Basic principles of building design and construction including building, mechanical, plumbing, electrical codes; site layout including storm water detention, traffic, sanitary services and utilities; and other adopted ordinances and regulations.

Abilities

Effectively plan and supervise the work of personnel and effectively coordinate the cooperative permitting process; work independently under general direction; utilize sound, independent judgment; read, interpret, and understand construction documents, written guidelines, regulations, and ordinances; organize, prepare, and maintain accurate records and reports; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor's Degree in Architecture, Construction Technology, Engineering, Planning, or a related discipline with at least two years of professional work experience in the field of code enforcement or design and construction. Directly related experience in a construction trade, inspection or plan review management may be substituted for the education requirement on a year-for-year basis.

Physical Requirements

Performs bending and reaching to both ground level and overhead; pushes, pulls, lifts, and carries up to 50 pounds; must be able to hold and grip objects.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

None required.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 4454
Comments:	Updated Abilities	Date: September 6, 1994

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____