

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: **Lead Permitting Specialist**
DEPARTMENT: **Sustainable Development**
FLSA STATUS: **Non-exempt**

GENERAL PURPOSE:

Performs senior and/or lead-level technical or specialized work in the Sustainable Development department. Processes permit applications, ensures that building inspection reports are recorded, and maintains permitting records. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews permits for accuracy; ensures approvals by all required disciplines and state and county agencies; assigns appropriate fees; and issues Letters of Completion and Certificates of Occupancy
- Submits requests for plans, permits, and reports
- Monitors and re-routes plans in accordance with workload and schedules
- Prepares departmental reports and documents related to building and construction permits
- Prepares presentations for various projects and committees
- Responds to complaints and concerns of external and internal customers
- Supervises front counter operations and staff ensuring that projects are properly prioritized and expedited
- Updates and maintains website pages pertaining to the department
- Updates applications and forms as state, county, and City codes change
- Works with IT to create and ultimately maintain an electronic permitting process that includes submittals, plans reviews, inspections, and recordation
- Conducts and assists with employee evaluations; establishes and trains employees on new and updated policies and procedures
- Establishes procedures and gives instructions related to the clerical functions of the department
- Performs other duties as assigned and/or required

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by three (3) or more years' clerical experience; an equivalent combination of education, certification, training, and/or experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the planning and building permit operation practices and procedures for the state, county, and other agencies
- Advanced knowledge of departmental rules, regulations, procedures, and functions
- Advanced knowledge of the Florida Building Code and the Florida Accessibility Code
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date