

BDRS PLANS COORDINATOR

Job Code	Pay Grade
10234	CL15

Nature of Work

This is advanced technical and semi-professional level administrative work implementing and coordinating important Building and Development Review Services Department (BDRS) steps required by Pinellas County. The incumbent analyzes applications and resolves issues in coordination with the Pinellas County development review approval process and may include technical engineering and other requirements related to public works and engineering project planning subject matters. The principal function of the position is to coordinate site plan review caseloads within the organization or between numerous departments and outside agencies to ensure efficient, effective, and timely reviews of development projects in unincorporated Pinellas County or other assigned jurisdictions. The position applies important County Ordinances and other administrative policies and requirements. The incumbent represents Pinellas County on site plan and permit related issues and maintains responsibility for coordinating efforts with other staff on both routine and highly complex submittals to ensure that important requirements and deadlines are met. The incumbent may act to represent the organization on site plan issues and is responsible to consult with and give authoritative guidance to individuals and the applicants on significant site plan policies and requirements. The incumbent works with individuals at all levels of responsibility from management, industry professionals, and citizens on permit applications, development/zoning/engineering policies, and procedures. Work is performed with considerable independence on program matters but problems encountered of an unusual nature are referred to more senior officials. The position reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 5 years applying zoning/engineering related requirements in major construction programs, major site developments or various applications of zoning/engineering regulations and activities; or
- Associate's degree with course work in planning, engineering, public administration, construction management, or related field and 3 years experience as described above; or
- Bachelor's degree and 1 year experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Reviews full range of site plans including commercial development and prepares written comments relative to BDRS ordinances, resolutions, policies and procedures that involve approval of plats submitted for compliance with applicable site plans and zoning/engineering requirements.
- Ensures desired BDRS process outcomes, timelines and intra and inter agency coordination (i.e., fire, electric, schools, etc.) requirements and deadlines are achieved, as well as conducts or participates in pre-application site plan review meetings with contractors, developers, engineers and the general public for zoning/engineering compliance purposes.
- Participates on various office automation initiatives and activities, plus reviews and approves changes and updates to the BDRS GIS related database information resolving conflicts from various sources of information, including changes and updates to future land use maps.
- Analyzes routine and complex zoning/engineering applications and completes analysis to recommend site plan approval or disapproval to authorities.
- Reviews and ensures applications address detailed requirements when applicable, such as plotting, risk management, construction bonds or other special details necessary to meet application and permit requirements.

BDRS PLANS COORDINATOR (continued)

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Illustrative Tasks (continued)

- Identifies zoning/engineering violations for field staff, law enforcement and /or the general public as well as determines fees.
- Researches various zoning/engineering application fees and computes charges, impact fees, etc., based upon BDRS policies, precedents, and schedules.
- Coordinates other department reviews such as structural plans for commercial development to determine compliance with the approved site plans.
- Supports and assists other technical, professional, and management officials to communicate program policies and directions on routine, as well as special projects.
- Maintains important system of records pertaining to walk-thru site plans and other technical and public records.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the Pinellas County zoning/engineering matters and related administration and enforcement including related codes, ordinances, regulations, policies and procedures.
- Knowledge of government construction plan regulations, requirements, and specifications applicable to public or private construction.
- Knowledge of principles, practices, techniques and instruments of engineering, drafting and survey.
- Knowledge of office procedures and ability to research and maintain appropriate public records.
- Ability to analyze and apply basic measurements and mathematical computations to construction plans and projects.
- Ability to apply and administer site plan review policies and to analyze special event applications for required permits.
- Ability to apply basic computer applications, software, computer maps, automatic permit systems, and various other computer software packages, such as Microsoft Office Suites.
- Ability to conduct field inspections and to determine facts through investigation.
- Ability to troubleshoot as a lead worker and coordinate complex work issues within and between various departments.
- Ability to interact positively with customers under pressure meeting deadlines and to explain reasons for regulations firmly, tactfully, and impartially to the general public.
- Ability to perform technical measurements and complete mathematical computations when analyzing and evaluating construction plans and engineering drawings.
- Ability to read and interpret construction drawings, blueprints, building, and research development plans including platting and mapping to specifications and legal documents as well as identify deviations from published requirements.
- Ability to read and use planimetric maps, aerial photographs, engineering scales, and other related graphic aids.
- Ability to communicate clearly, orally and in writing, to citizens, technical, and administrative staff.
- Ability to work independently and to troubleshoot and resolve complex technical and administrative public or private building, construction, and government permit related issues.

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Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified