

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### DEVELOPMENT REVIEW OFFICER

**Department:** Department  
**Pay Grade:** 110  
**FLSA Status:** Exempt  
**Job Class:** 2043  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for the coordination, processing, and review of master plans, subdivision plats, improvement plans, major site plans, and waivers for compliance with Marion County regulations as well as assisting engineers, surveyors, developers, and members of the public with the process.

#### ESSENTIAL JOB FUNCTIONS

- Coordinates the Development Review Plan process for Marion County Utilities. Reviews for sufficiency, distributes, and coordinates plans and waivers to appropriate County staff in utilities department in the electronic plans review system.
- Reviews plans to ensure compliance with codes, laws, and regulations.
- Communicates utility review responses to applicants and schedules meetings with staff and applicants to discuss projects.
- Oversees the routing, tracking, and timely processing of necessary plans for staff input and re-review for compliance.
- Coordinates Utilities staff Development Review meetings. Receives, processes, and maintains records and fees related to plan and waiver review.
- Prepares paperwork for water and sewer availability and calculates capital charges based on Land Development Code.
- Coordinates and assists in the preparation of contract documents, permitting, agreements, Board agenda items, and related documentation.
- Assists, participates, and coordinates public meetings, contractor meetings, consultant meetings, and other meetings related to functional area and projects under charge.
- Receives and evaluates citizen and business complaints. Coordinates the correction of such problems when within assigned area or forwards to appropriate staff.
- Coordinates field reviews of complaints and inquiries to analyze areas in question and provide information related to necessary corrective measures.
- Coordinates reviews of completed projects to ensure adherence to established standards, plans, specifications, bill of sale, as built, and related requirements.

- Prepares status reports on progress of projects and permits. Maintains documentation related to other aspects of the work, such as citizen and business inquiries and complaints.
- Communicates with customers in person and on the phone regarding the plan review process, corrective actions, and code requirements.
- Guides applicants through the utility development review process.
- Conducts research and investigation related to assigned development projects for Utilities.
- Maintains up-to-date utility development status from permitting through construction.
- Provides 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 or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position has no supervisory responsibilities, but is required to manage construction projects and/or design projects performed by in-house staff or consultant.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate's degree or equivalent; and two (2) years' experience in engineering or construction management; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.

- Ability to potentially assist in development of policy, programs, plans, or procedures.
- Knowledge of urban and rural engineering standards and specifications for design and construction.
- Knowledge of computers, e.g., current operating systems, word processors, email, Internet usage, basic spreadsheets, databases, and Adobe professional.
- Knowledge of permitting requirements of other regulatory agencies.
- Knowledge of overall planning for countywide engineering requirements and Marion County Land Development codes.
- Skills in organization and task prioritization.
- Ability to analyze and prioritize data to meet multiple deadlines.
- Ability to deal courteously and effectively with the public.
- Ability to work independently without supervision.
- 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.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee will regularly be required to walk, climb, balance, stoop, kneel, crouch or crawl, and lift up to fifty pounds; will regularly be required to stand, sit and lift up to twenty-five pounds; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, sit, talk or hear, and taste or smell. Vision requirements are close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be required to be exposed to outdoor weather conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E.*** Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.