

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, 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 SUPERVISOR

Department: Utilities
Pay Grade: 111
FLSA Status: Exempt
Job Class: 2085
Risk Code: 8810

JOB SUMMARY

Responsible for supervising staff and performing work to include utility related work in the coordination, processing, and review of master plans, subdivision plats, improvement plans, major site plans, and waivers for compliance with Marion County regulations and interpretation of the Marion County Land Development Code as well as assisting engineers, surveyors, developers, and members of the public with the overall process.

ESSENTIAL JOB FUNCTIONS

- Assigns and distributes work to subordinate staff to meet schedule demands and as workflow necessitates; provide support and expertise when the tasks become more difficult.
- Evaluates staff work assignment progress.
- Participates in the hiring process through assigned interview teams.
- Provides reports and activity updates to upper management.
- Trains and mentors assigned staff.
- Evaluates staff for their probationary period and annual reviews.
- Manages 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. Coordinates with other Departments within the County to assure that utilities reviews are complete and concise. This also applies to the State office in Marion County (FDOH, FDEP, FDOT, ETC.)
- 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.

- Directs Utilities staff Development Review meetings. Receives, processes, and maintains records and fees related to plan and waiver review.
- Calculates and provides the required utilities capital charges for utility related projects utilizing the Marion County Land Development Code.
- Coordinates and develops related contract documents, permitting tasks, 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. Some meetings may be held after hours or on weekends.
- Receives and evaluates citizen and business complaints. Resolves and corrects issues 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.
- 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.
- Take the lead on the Utilities Service Availability Program with assigned staff, monitors and controls the flow of information to the public in accordance with the Land Development Code.
- Monitors and controls the Water Line Extension Programs in the County, to include the application process associated with the Short Water Line Extension Program.
- Develops programs that support the Utilities Department and coordinates closely with Growth Services and the Office of the County Engineer with regards to development activities and support to the Department Director with the scheduled Land Development Regulation Committee (LDRC).
- Process utility related locate requests.
- Process project Bills of Sale and ensures utilities assets are conveyed properly relayed to the County Clerk.
- Prepares legal request memorandums for development review related to water main extension related projects.
- Prepares Resolutions to support water line extensions programs on a project by project basis and obtains Board approval. Participates in the development of associated Ordinances that support utility related issues, such as water line extension programs and related issues.
- Create and maintain standard operating procedures (SOPs) for development review duties and processes.
- Process requisitions in relation to the water main extension program.
- Process FDEP water and wastewater permits and clearances relative to development review projects; ensure accuracy and appropriate timelines concerning plan approval.
- Uses ArcMap to create and maintain GIS maps related to customer inquiries, water main extension tracking, and development review support maps.

- Coordinates building permit holds and/or sign-off conditions with permitting specialists to ensure development conditions are met in conjunction with building permits.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for the direct supervision of a section over one or more employees. Responsible for planning, scheduling, and coordination of work operations for the section. Responsibilities include providing on-the-job training, continual work guidance, review of work product, and resolution of work problems, monitoring and evaluating employee's job performance, recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree preferred. Associate's degree; and five (5) years' experience in engineering, planning, development review, permitting or utilities construction management; or an equivalent combination of education and experience may be considered.

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.

- May require Notary Public Certification depending on area of assignment

Knowledge, Skills and Abilities:

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents including County Codes, Ordinances, and Resolutions.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community in a timely manner
- 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, Adobe professional, and ARCGIS.
- 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 twenty-five pounds; will regularly be required to stand, and sit; 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 in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, work near moving mechanical parts, work in high, precarious places, and vibration. The employee will be regularly 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.