



The City Beautiful

City of Coral Gables Job Description

Job Title: Building Service Coordinator
Department: Building & Zoning
Classification: 1132
Pay grade: 26E
FLSA: Non-Exempt

Prepared Date: 09/2011
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Summary

Oversees the permitting process, and administrative functions of the Building and Zoning Department. Responsible for coordinating the efficient processing, tracking and invoicing of building plans submitted to the department. Identifies opportunities to implement efficiencies and analyzes their effect on operations. Work emphasizes a wide range of customer service functions and frequent interaction with the public.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Supervises the permitting and administrative support functions; issues discipline and takes other corrective measures as necessary. Reviews evaluations performed by subordinate staff.

Serves as the liaison between the Building and Zoning Department and developers, contractors, owners and other City Agencies. Coordinates routing, tracking and examination of plans, maximizing the efficiency of resources used and minimizing turn-around times for plans review. Shepherds plans through the review process, as needed, coordinating with other City and/or county departments.

Assists the Director in matters related to departmental fiscal, administrative and budgetary policy.

Conducts analysis of plan review and permit processing operations and identifies opportunities to implement best practices and technology to achieve efficiency. Monitors the results of implementation.

Develops policies and procedures to make the administrative and permitting processes more efficient.

Ensures completeness of controls, adherence to standards, completion of documentation, quality of output and efficiency of systems and programs.

Prepares and maintains reports, records and correspondence concerning permitting activity.

Responds to customers' inquiries received through email, telephone, mail or in person regarding the permitting process. Assists customers and exercises independent judgment to resolve issues.

Calculates and prepares documents for issuance of building permits.

Coordinates plans processing functions between the Building and Zoning trades positions, Zoning technicians, the public and other City Departments.

Prepares and verifies documentation required for the issuance of TCO, CO, TCC and CC certificates.

Prepares various reports as required.

Coordinates committee meetings as directed.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the regulations, practices and procedures of architectural, structural, electrical, plumbing or mechanical plans examining work. Knowledge of general construction methods and procedures. Knowledge of mathematics and geometry with speed and accuracy. Ability to track and maintain the security of plans. Ability to read and interpret architectural, structural, electrical, plumbing and mechanical construction plans. Ability to express ideas clearly and concisely, orally and in writing. Ability to interact with architects, engineers, contractors, other professionals and the general public to understand concerns and resolve issues. Ability to conduct code variance and code comparison research studies. Ability to write codes.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands and fingers to handle, feel or operate objects, and ability to read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines.

Work is predominantly indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree in civil engineering, architecture, construction management, or related fields.

Three (3) years professional engineering or architectural experience, including reviewing construction plans related to architectural, structural, plumbing, mechanical and electrical disciplines.

Supervisory experience desirable.

Registration in the State of Florida as a Professional Architect or Professional Engineer is preferred.

Valid Florida Driver's License