

Overview

Overview

Inactive: No
Effective Date: 09/02/2016
Date of Last Change: 05/25/2016 01:43:29.498 PM
Job Profile Name: Plans Room Supervisor - Contract
Job Code: CCG32
Include Job Code in Name: No
Job Profile Summary: NATURE OF WORK:

Responsible for the overall operation of the Plans Room in the Permitting Services Division. Functions as the information source for all queries about plans and/or permit status, creates various reports for distribution from the Tidemark Permit Plan system. Work is performed under the supervision of the Customer Service Manager.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent (GED) and two (2) to three (3) years experience involving the coordinating of construction plans and considerable public contact or an equivalent combination of education, training and experience. Some supervisory experience is required. Must type 25 correct words per minute.

Job Description:
Job Title Default: Plans Room Supervisor - Contract
Restrict to Country: United States of America
Management Level: 7 Supervisor
Job Family: Contract Employees
Job Category:
Job Classification: 3JX - Technicians: Contracted (EEO-4Job Categories-United States of America)
Work Shift Required: No
Public Job: Yes

Characteristics

Difficulty to Fill:
Critical Job: No

Compensation

Compensation Grade: S15
Compensation Grade Profile:
Impacted Eligibility Rules:

Qualifications

Certifications

Certification

Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)
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Competencies

Competencies

Required	Competency	Rating
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Competencies from Other Sources

Required	Competency	Rating	Source	Source Type
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Education

Education

Required	Degree	Field of Study
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Languages

Languages

Required	Language	Ability	Proficiency
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Responsibilities

Responsibilities

Required	Responsibility
	<p>EXAMPLES OF WORK PERFORMED:</p> <p>Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.</p> <p>Oversees the receipt of plans for permitting from contractors, architects and owners. Queries applicant for all pertinent information to be entered on the Tidemark Permit Plans system and ensures permits are issued in accordance with established guidelines. Checks plans for information required for review process.</p> <p>Supervises the work of Plans Coordinators engaged in performing a variety of specialized tasks. Coordinates, assigns and reviews work to ensure performance standards are maintained.</p>

Required	Responsibility
	<p>Plans are reviewed for code compliance and returned to the plans room at various times. Assemble the plans and monitor review process. Queries Tidemark Permit Plan system to check status of plans review and reports to applicant.</p> <p>After approval of the plans, assemble all sets and check status of final approvals. Print reports showing approval of plans then informs the applicant the plans are ready for permitting and requests additional information that may be need to process the permit, ex: contractor information, contract amount to perform work, and square footage where applicable. Verifies all applicable fees assessed on the project.</p> <p>Determines, calculates and creates invoices for permits using established fee schedules as guide.</p> <p>Research and provide answers to all questions concerning the permit process, permit status, application submission as well as licensing, permitting, zoning and other related questions regarding City Codes. Responds to complaints regarding incorrect fees assessed and recommends adjustments as necessary.</p> <p>Utilizes two-way communication radio to effectively communication with inspection staff in order to respond to customer inquires.</p> <p>Studies office operations, evaluates operating procedures, and recommends changes/improvement; may develop internal operating procedures.</p> <p>Explains departmental policy and pertinent rules and regulations to the public by personal contact or telephone, answers other inquires and provides routine information.</p> <p>Acts as a liaison between various City departments, the business community and property owners with respect to providing information on various projects submitted for review throughout the City of Orlando; reviews records and various files to maintain the accuracy of all applicable records and prepares corrections as required.</p> <p>Utilizes a computerized data system creating, retrieving and updating of records in the handling of service activities such as construction permits (all trades), correspondence, spreadsheets, licenses and documents.</p> <p>Performs related work as assigned.</p>
	<p>KNOWLEDGE, SKILLS AND ABILITIES:</p> <p>Thorough knowledge of Permitting Services to include program functions and the Tidemark Permit Plan.</p> <p>Knowledge of supervisory principles and practices.</p> <p>Knowledge of the application and interpretation of municipal codes, ordinances and resolutions.</p> <p>Knowledge of the construction industry terminology, practices and procedures.</p> <p>Ability to coordinate and supervise various office activities and ability to exercise sound judgment in explaining code requirements and</p>

Required	Responsibility
	supervising others. Ability to communicate with the public and ability to establish and maintain effective working relationships with employees, businesses, other agencies and the public as necessary. Must type 25 correct words per minute, operate adding machine and general office machines as required. Ability to operate a personal computer and related equipment. Must be able to lift and carry construction plans weighing up to 50 pounds.

Training

Training

Required	Training	Training Type	Description

Work Experience

Work Experience

Required	Work Experience	Experience Level

Pay

Pay Rate Type

Pay Rate Types

Country	Pay Rate Type
United States of America	Hourly

Job Exempt

Job Exempt

Country / Country Region	Job Exempt
United States of America	No

Workers' Compensation Code

Worker's Compensation Codes

Workers' Compensation Code	Country	Country Region	Location
8810 - Clerical Office Employees Noc (United States of America)	United States of America		