

Permit Coordinator (Right of Way and Utility)

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under limited supervision, the Permit Coordinator oversees Transportation Department permitted work within the Right of Way (ROW) by contractors, utilities, and private citizens. The Permit Coordinator is responsible for the review, issuance, approval, denial, and inspection for all permitted work within Hays County ROW. The Permit Coordinator uses good judgement, technical knowledge, administrative processes, and interpersonal skills to facilitate the safe and correct construction of driveways, utilities, and other items within the County's authority.

Responsibilities

- Performs inspection of work done under permit by Hays County including driveway and utility installations.
- Assists in developing processes and procedures for permit applications.
- Assists other Transportation Department personnel on an as needed basis.
- Reads and interprets construction plans and blue prints.
- Reviews and approves or denies permits based on County standards.
- Verifies that construction follows the approved plan.
- Issues utility and driveway permits.
- Verifies that appropriate construction methods are used.
- Issues stop work orders for non-permitted/non-compliant work.
- Provides technical assistance and education to citizens, contractors, and businesses regarding the permitting process, standards, and specifications.
- Provides testimony for enforcement cases.
- Initiates enforcement actions for non-compliance with environmental and drainage regulations.
- Performs periodic inspection of County owned facilities and provides direction to contracted maintenance crews.
- Performs limited road work duties on an as needed basis.
- Performs other duties as assigned.

Required Knowledge

- Proficient knowledge of Hays County permitting process, standards, and specifications.
- Proficient knowledge of construction practices, including utility, concrete, and asphalt methods and procedure.
- Proficient knowledge of drainage practice, means, and methods.
- Proficient knowledge of surveying practices, means, and methods.

Required Skills

- Proficient skill in reading, understanding and interpreting plans, blueprints, and other construction documents.
- Proficient skill with measuring instruments including laser level, electronic levels, and tape measures.
- Proficient skill in performing basic mathematic calculations, such as determination of grade, slope, and quantities.
- General skill with basic hand tools.

- General skill in operating standard office equipment such as telephone, copier, fax, personal computer and calculators
- General skill in computer use, including computer software systems.
- General skill in organization and time management.
- General skill in expressing oneself clearly and concisely, both orally and in writing.
- General skill in negotiating and persuading individuals.
- General skill in establishing and maintaining effective working relationships with supervisors, co-workers, contractors, businesses, citizens, elected officials and other county staff.
- General skill in telephone etiquette and customer relations

Education and/or Experience

An equivalent combination of education and experience may be substituted on a year for year basis.

- Requires a High School Diploma or GED.

Other Qualifications, Certificates, Licenses, Registrations

- Class C driver's license.
- Ability to maintain continuing education requirements for the State of Texas.

Supervision

- Generally none.

Guidelines

The Permit Coordinator uses judgment in interpreting and adapting guidelines such as Hays County and Transportation Department policies, local, state and federal regulations, established precedents, and work directions. This employee must use initiative and resourcefulness in developing work flows and procedures to ensure that permits are approved/denied and inspected in a timely manner. The Permit Coordinator may recommend changes to policy, methods, and means to better perform the job. The Permit Coordinator must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and behave in a respectful and appropriate manner.

Emotional Demands

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public and the Hays County departments. The Permit Coordinator meets with contacts in both a structured and unstructured setting at either a Hays County facility or jobsite and routinely interacts with individuals in an open setting. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative. This employee must negotiate and persuade to receive information.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Kneel
- Crawl
- Climb
- Talk
- Hear
- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Strenuous physical exertion, which may include standing for long periods of time, and walking over rough surfaces for extended periods.
- Recurring bending and crouching, stooping, stretching, and lifting moderately heavy equipment.
- Requires physical characteristics and abilities above average agility and dexterity.

Work Environment

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee regularly travels to various inspection sites, and is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; explosives; uneven terrain; agitated and/or violent individuals; environmental hazards; animals; infectious diseases; stressful or high risk conditions; and risk of radiation. The noise level in the work environment is usually moderate to loud. The employee may be required to wear protective gear.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

