

## POSITION DESCRIPTION

Title: Project Coordinator

Department: Planning and Zoning

Job Analysis: September 2024, February 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports To: Permit Engineer (PZ)

Subordinate Staff: Engineering Technician II, Engineering Technician I

Internal Contacts: Baldwin County Planning & Zoning Staff, Building Official, Building Inspectors, Highway Department Section Heads and Staff.

External Contacts: General Public, Contractors, Utility Companies, ALDOT and Municipal Officials, Vendors, Environmental Agencies, Surveyors, Attorneys and Local Officials

Status: Classified/Exempt (~~S314~~S317)

### Job Summary

Employee serves as lead project manager for the permit compliance team. Employee will perform highly responsible and diverse civil engineering tasks. ~~Employee will provide management oversight of the P&Z Engineering Technicians and be responsible for developing and managing construction inspection schedules for private development projects and County construction projects that are managed by the P&Z Department.~~ Employee will be responsible for review of plans for compliance with County regulations as well as disseminating information and assisting the public in planning and zoning related matters, with the added roles of providing management support of meetings with specific emphasis on the Planning Commission meeting. ~~and management oversight of the P&Z Engineering Technicians.~~ May support Code Enforcement and Natural Resource Planning as required. Other related duties may be assigned by the Director.

### Job Domains

1. Provide exceptional customer service when assisting the public regarding Planning and Zoning related matters.

2. Gather and present data in written and graphic format for use by the Planning and Zoning Department staff.
3. Read and interpret construction plans, building plans, site plans and other related maps or plans for compliance with County regulations.
4. Process applications for County regulation compliance.
5. Accept applications for Planning Commission and Boards of Adjustment.
6. Manage and/or provide support for Planning and Zoning meetings.
7. Submit Agenda Items to the County Commission as necessary to fulfill position duties.
8. Provide oversight P&Z Administrative Assistants and the application intake process for the Planning and Zoning Department.
9. Provide oversight P&Z Engineering Technicians to develop and manage construction inspection schedules for private development projects and County construction projects managed by the P&Z Department in accordance with the adopted Baldwin County regulations and construction standards.
10. Review development proposals for compliance with Baldwin County Design Standards and adopted regulations. ~~historical district design standards.~~
11. Prepare maps and Planning and Zoning presentations as needed.
12. Perform research for various planning projects and assist with scoping of studies and designs associated with planning projects.
13. Support Code Enforcement and Natural Resource Planning as required.
14. Other duties assigned by the Director.

### **Knowledge, Skills, and Abilities**

1. Verbal skills to deal with the public and handle various requests from the public, developers, engineers, other departments, and commissioners.
2. Ability to read and analyze building plans and site plans.
3. Ability to understand and apply County regulations in the review of plans.
4. Strong interpersonal and communication skills.
5. Strong technical writing skills.
6. High proficiency in the use of computer software including current versions of Microsoft Office Suite and similar software packages.
7. Basic management skills.
8. Must be highly motivated and organized.

### **Other Characteristics**

1. ~~Willing to work non-standard hours as necessary.~~ Willing to work overtime and non-standard hours to meet deadlines as required.

### **Minimum Qualifications**

1. High School education, minimum of five (5) years experience in design or construction related field.
2. Have a valid driver's license and be insurable by the County's insurance standards.

3. Experience with various design software packages to aid in drainage design, traffic design, project scheduling/management, is a plus.