

POSITION DESCRIPTION

Title: Permit/Subdivision Manager

Department: Highway Department – Construction Section

Job Analysis: November 2012, August 2015, September 2017, September 2018, August 2019, January 2020

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: Construction Manager, County Engineer

Subordinate Staff: Permit/Subdivision Personnel

Internal Contacts: BCHD Section Heads and Staff, Planning & Zoning Staff, and other County Employees

External Contacts: General Public, Municipal Officials, Contractors, Developers, Engineers, Surveyors, ALDOT and other state and local officials, attorneys, and vendors.

Status: Classified/Exempt (EC-08)

Job Summary

The employee is responsible for overseeing and directing reviews and field inspections of subdivision construction permits and various right-of-way permitting including, but not limited to, utility permits, commercial turnout and turn lane permits, license agreements, and expressway connection permits. The employee also manages the County's access management plans for the Baldwin Beach Express and Foley Beach Express.

Job Domains

1. Directs and oversees the review of all Subdivision Construction Permits, Commercial Turn-out Permits, Turn-lane Permits, License Agreements, and Utility permits.
2. Manages the Access Management Plans for both the Baldwin Beach Express and the Foley Beach Express.
3. Oversees the inspections of subdivision construction projects for compliance with the Baldwin County Subdivision Regulations.
4. Coordinates with the Planning and Zoning Department as needed.

5. Attends development pre-application meetings and Planning and Zoning Commission meetings monthly, or as required.
6. Oversees the review of roadway design, drainage calculations, traffic studies, field inspections etc., to ensure compliance with the Baldwin County Subdivision Regulations and other applicable laws and regulations and reports results of subdivision reviews in written and verbal form to the Planning & Zoning Commission.
7. Coordinates Adopt-a-mile requests.
8. Performs drainage designs for maintenance and other County projects.

Miscellaneous

1. Reads literature and attends formal training to improve knowledge and skills for both immediate and long-term application to the job.
2. Attend seminars and conferences related to job domains.
3. Must be highly motivated and organized.
4. Assist with infrastructure inspections as part of disaster recovery efforts.
5. Prepare presentations for the Commission and public as required by the County Engineer.

Knowledge, Skills, and Abilities

1. Verbal skills to direct and supervise subordinates, deal with the public, and handle various requests from the public, other Departments, and Commissioners.
2. Writing skills to prepare reports and presentations.
3. Reading skills to read maps, blueprints, etc.
4. Skills in planning and scheduling.
5. Knowledge of occupational safety and health requirements.
6. Hear well enough to understand normal conversations.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Willing to attend meetings and other work activities.

Minimum Requirements

1. Bachelor's Degree in Civil Engineering with four (4) years' experience in planning or civil engineering activities preferred.
2. Registered as an Engineer Intern in the State of Alabama required.
3. Registered as a Professional Engineer in the State of Alabama preferred but not required.
3. Possess a valid driver's license and be insurable by the County's insurance standards.
4. CAD and GIS experience preferred but not required.