

Code: 2667

Title: CENTRAL PERMITS SUPERVISOR

SUMMARY: Supervises staff and daily operations of the Central Permits Division for the approval/disapproval of construction permits and related applications in accordance with County building codes and zoning ordinances and parcel addressing programs.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises the Central Permits Division and staff/work-stations engaged in the approval, disapproval, and review of appeals for construction permits;
Directs the addressing function involving street naming and parcel addresses for all jurisdictions within Pima County;
Trains, evaluates and supervises assigned staff;
Reviews division policies, procedures and administrative measures and makes or recommends changes thereto to enhance customer services in accordance with applicable laws, ordinances, statutes, codes and related guidance;
Coordinates Central Permits Division activities with other County departments, agencies and functions;
Identifies discrepancies, potential conflicts and recommended changes or new provisions for applicable laws, codes, ordinances and technical standards for management attention and decisions;
Monitors and evaluates staff activities by review of associated reports, and takes/directs needed corrective actions;
Provides assistance to staff and applicants in the interpretation and application of applicable codes, standards and regulatory directives, relative to additions, alterations and residential construction;
Supervises Records & Inspection Request Section;
Provides or coordinates provision of staff training in the use and maintenance of the Automated Permit & Land Tracking Systems;
Manages the departmental records, retention and archiving systems;
Assists management in the preparation of the departmental budgets;
Prepares and maintains manual and computer-based records;
Prepares and submits routine, recurring and special reports to management;
Represents Division at staff, management and related meetings, symposia, etc.

KNOWLEDGE & SKILLS:

Knowledge of:

- County building, zoning and addressing codes, laws, ordinances, statutes and pertinent technical standards;
- Uniform Building Codes and related construction industry standards;
- processes and procedures of construction field inspection;
- addressing, street-naming and parcel addressing processes and procedures;
- techniques of construction plan review and analysis for compliance with applicable codes, etc.;
- principles and practices of employee supervision, evaluation and training;
- principles and practices of administrative management, records retention and archiving.

Skill in:

- interpreting and applying County building codes, laws, ordinances, statutes and construction industry standards;
- examining permit applications, construction drawings and related technical materials for compliance with applicable codes, laws, ordinances, statutes, etc.;
- directing an addressing, street-naming and parcel addressing operation;
- coordinating, supervising and evaluating assigned staff work performance;
- developing and implementing staff training programs;
- managing a records retention and archiving system;
- developing and monitoring work-unit budgets;

- . use of computer-based and manual record-keeping systems;
- . assisting the public and applicants with the permitting process;
- . communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER

(1) Three years of non-clerical experience in the application and interpretation of building codes, zoning ordinances, construction permitting or related activity and two years of supervisory experience.

OR

(2) An Associate's degree from an accredited college or university with a major in management, public administration or business administration and one year of experience in the interpretation and application of regulations in a permitting, license-issue or program administration setting, plus one year of supervisory experience.

(Supervisory experience may be concurrent with the required experience)

OR

(3) Two years of experience with Pima County as a Building Trades Plans Technician, Zoning Inspector or Codes Enforcement Inspector and one year of supervisory experience in a codes enforcement setting.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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