

Permits Coordinator – Flint, MI

Applications are required for consideration for this position. Resume submission alone is not an application for a position. An individual must complete our standard application form and provide proof of certificates and licenses required for the posted position. Resumes are accepted with applications.

Duties include: Supervises the day-to-day activities and staff responsible for customer service, Residential SESC permit approval, site plan, REU, CCIF and B-Permit approval for sanitary sewer and water main connections into the Division's public utility; oversees enforcement of related regulatory standards and the Division's requirements. Performs assigned engineering or architectural work associated with water and wastewater systems and treatment facilities. Occasionally functions and cooperates with the Engineering Department as a project engineer or architect responsible for assisting in oversight and coordination of engineering and consulting firms under contract to the Division responsible for planning, design and construction of upgrades, enhancements and expansions to Divisions water distribution and sanitary sewer systems.

Applicants must meet the following minimum qualifications to be considered for an interview:

- Bachelor's degree in Architecture, Civil Engineering, Environmental Engineering or other acceptable engineering disciplines.
- Five or more years of related architecture or engineering and plan review experience including supervisory or project management responsibilities.
- Current State of Michigan Soil Erosion Sediment Control (SESC) Operator Certificate or ability to obtain during probation.
- Current State of Michigan Storm Water Operator Certificate or ability to obtain during probation.
- Current State of Michigan Professional Engineer's License preferred by not required.
- Valid State of Michigan driver's license.
- Supervisory skills to effectively manage the daily operations and administration of assigned function(s).
- Interpersonal skills necessary to effectively communicate, orally and in written form, with all levels of staff, external contractors, governmental agencies, and others in the exchange of information. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Analytical ability and mathematical aptitude to: develop departmental policies, procedures and work systems, identify appropriate course(s) of action to correct a variety of structural design, operational, and process issues in a cost-effective and timely manner.
- Written and computer skills necessary to prepare required documentation and to perform assigned tasks.

Wage	Start	1 Year	2 Years	3 Years	4 years	5 Years	7 Years
Hourly	\$30.62	\$31.54	\$32.47	\$33.39	\$34.31	\$35.42	\$36.15

Application are mailed to:

Genesee County Water and Waste Services, G-4610 Beecher Road, Flint, MI 48532

Attn: Human Resources

Applications can be e-mailed to: hr@gcdcwws.com

Applications must either accompany or follow resume submission

Applicants must provide proof of minimum qualifications

Position posted until filled

NO PHONE CALLS EEO.



**GENESEE COUNTY DRAIN COMMISSIONER
DIVISION OF WATER & WASTE SERVICES
JOB DESCRIPTION**

JOB TITLE: PERMITS COORDINATOR
DEPARTMENT: EMPLOYEE AND CUSTOMER RELATIONS
REPORTS TO: HUMAN RESOURCES MANAGER

JOB SUMMARY:

Supervises the day-to-day activities and staff responsible for customer service, Residential SESC permit approval, site plan, REU, CCIF and B-Permit approval for sanitary sewer and water main connections into the Division's public utility; oversees enforcement of related regulatory standards and the Division's requirements. Performs assigned engineering or architectural work associated with water and wastewater systems and treatment facilities. Occasionally functions and cooperates with the Engineering Department as a project engineer or architect responsible for assisting in oversight and coordination of engineering and consulting firms under contract to the Division responsible for planning, design and construction of upgrades, enhancements and expansions to Divisions water distribution and sanitary sewer systems

PRIMARY DUTIES & RESPONSIBILITIES:

- Supervises the day-to-day activities and staff responsible for customer service, Residential SESC permit approval, site plan, REU, CCIF and B-Permit approval for sanitary sewer and water main connections into the Division's public utility. Duties include assisting in hiring, training, counseling, evaluating staff performance, and when necessary disciplining and/or discharging staff.
- Conducts site plan, REU and CCIF reviews of all sanitary sewer and water main connection construction projects to assure compliance with regulatory standards and the Division's requirements; initiates corrective action as necessary.
- Issues Commercial B-Permits
- Provides engineering or architectural and technical support to staff as needed.
- Works cooperatively and maintains communication with other departments and external parties to coordinate activities, resolve problems and exchange information. Routinely communicates with appropriate officials of the state as well as local units of government
- Investigates and resolves issues and concerns related to assigned functions.
- Oversees and participates in the preparation of departmental records, documents, and reports.
- Occasionally functions and cooperates with the Engineering Department as a project engineer responsible for assisting in oversight and coordination of the planning, design and construction of large-scale water distribution and sanitary sewer system upgrades, enhancements and expansions assuring compliance with related regulatory requirements as directed.

PERMITS COORDINATOR

- Occasionally reviews technical work to assure compliance with approved plans/specifications and regulatory requirements; initiates corrective action as necessary; reviews and approves shop drawings, field change directives, pay estimates and applications from contractors and outside consultants.
- Occasionally performs field survey work, light construction, field inspections and site visits as necessary.
- Occasionally runs computer simulations as required to confirm adequacy of existing facilities to meet proposed development. Updates and maintains computer models for sanitary sewer and water distribution, engineering data bases, AUTO CAD files, and other engineering systems in the performance of work duties. Utilizes utility maps, Citi-works, and GIS computer files.
- Performs special projects as assigned or any other work as directed.
- Maintains current knowledge of local, state and federal mandates related to sewer and water construction and connections as well as Michigan the soil erosion regulations.

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PERMITS COORDINATOR

MENTAL & PHYSICAL REQUIREMENTS:

- Mental ability to adapt and respond to multiple priorities/demands and handle pressures related to completing projects on time and within budget and dealing with concerns of the general public.
- Physical ability to conduct construction site inspections and perform field survey work.

WORKING ENVIRONMENT:

- Normal office environment with little discomfort due to noise, dirt, dust, and the like.
- Work involves travel to various locations throughout the County with some exposure to adverse weather, environmental hazards, noise and the like when conducting site visits.

OTHER REQUIREMENTS:

- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Job Code	Job Number	FLSA Status	Workers Comp	Wage Level	U/NU	Revised
PERCOOR/PEII	TBD	Hourly	8810	H-8	NU	June 2017