



**EMPLOYMENT OPPORTUNITY**  
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS  
QUINCY, FLORIDA

JOA No. 24-055

Date Posted: November 18, 2024

**Development & Compliance Coordinator**

Position Numbers: #0235

Growth Management Department

Salary Range: \$48,113.00 annually (\$23.13 hourly) - \$69,933.00 annually (\$33.62 hourly)

Position Advertisement Closes: December 4, 2024

**\*\*\*BACKGROUND CHECK AND DRUG SCREENING IS A CONDITION OF EMPLOYMENT\*\*\***

Reviews plans and advises contractors on the techniques related to permitted site construction for compliance with adopted standards and general industry standards. The person in this position performs sites inspections and provides plan review comments and reports on a wide variety of types of construction to ensure compliance with legal requirements and to ensure construction is performed consistent with approved plan and specifications. Work assigned orally and in written form and includes the preparation of written reports, conferences and on-site meetings. Work is performed under general direction of the Growth Management Director working closely with the Building Official.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

Inspects construction relating to storm water drainage, grading, and paving of new roadways and parking areas, curbing, sidewalks, upgrading existing systems, landscaping and plantings, sign locations and heights and lighting for Residential, Commercial, Industrial and Institutional development sites. Investigates and responds to citizen complaints and inquires, attends pre-construction meetings and other project meetings, reviews construction plans and provides comments. Observes contractor work and safety practices for compliance with approved plans. Reviews construction plans including reviewing sediment and erosion control plans submitted for permitting. Makes interpretations of in-field construction including compliance with plans and advises remedies or practices needed to comply with code or approved construction plans and prepares necessary inspection/activity reports and notifies applicant/contractors of violations. Operates County vehicles and schedules job inspection review and routes. Writes and delivers "stop work" notices, coordinates with other county staff and engineering and site construction contractors and coordinates with other agencies. Assists in reviewing single family home permits and certificate of occupancy/completion.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of land development code and construction and maintenance practices. Knowledge of Departmental rules, regulations and policies. Ability to read and interpret maps, site and construction plans, technical specification and drawings, use and interpret construction related instruments and basic mathematical computations. Familiarity with local geography, physiographic and drainage and transpiration systems in the county. Ability to prepare detailed reports and maintain detailed records on the status/progress of development site and to file and issue notices of violation. Ability to understand and implement complex oral and written instructions. Ability to deal courteously with the general public and county staff. Ability to work with several computer programs including Word, Excel, specialized permit tracking programs/software, and effectively use the Internet and e-mail systems. Ability to effectively maintain records in an organized manner. Ability to obtain or possession of general recognition of vegetation types including trees and other types of vegetation types.

**MINIMUM QUALIFICATIONS:**

Graduation from a community college with an Associates degree (A.S. or A.A.) and at least two years of environmental and construction inspections, land development design and assessment of land development techniques or an equivalent combination of training and experience including course work in civil engineering, drafting, surveying; Class "C" certification in storm water management systems preferred or certification as a Professional Erosion and Sediment Control from the International Erosion Control Association or ability to obtain certification within one year of employment. A Bachelor's degree in Urban Planning, Geography, Public Administration, Environmental Engineering is preferred. Must possess a valid Florida Drivers' License and a good driving record

Persons who need assistance to participate in the applicant process should contact the hiring authority in advance of the closing date. Applications must be received by the closing date of the advertisement to be considered. Contact Human Resources @ 850-875-8648 or 850-627-5334 regarding questions about the position. Apply online at <http://www.gadsdencountyfl.gov>

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**Drug Free Workplace**