



## Job Description

### Building Permitting & Floodplain Management Administrator

Pay Grade: G08

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**Job Title:** Building Permitting & Floodplain Management Administrator

**Employment Status:** Full-Time

**FLSA Status:** Non-exempt

**Preferred Experience:** Minimum of two (2) years of experience in a related field.

**Minimum Education Requirements:** Bachelor's degree in urban planning, civil engineering, environmental science, public administration, or a related field. An equivalent combination of education or experience sufficient to successfully perform the essential duties of the job.

**Department:** Growth Management Department

**Direct Supervisor:** Building Code Official

**Supervisory Responsibility:** N/A

**Primary Work Location:** Works both indoors in an office environment and outdoors at work sites.

**Certification:** Valid State of Florida driver's license; ability to obtain Certified Floodplain Manager certification within one year of employment; ability to obtain Florida Plans Examiner certification.

#### Job Summary:

The Building Permitting & Floodplain Management Administrator is responsible for handling all aspects of floodplain management, such as elevation certificate review and Community Rating System (CRS) program management, as well as performing building permitting plan review. This role ensures compliance with building codes, zoning laws, and floodplain regulations to safeguard the community.

#### Essential Job Functions:

An employee in this position may be called upon to do any or all the following essential duties:

#### Job Duties:

- Administer and enforce local floodplain management regulations to minimize flood risks and ensure community compliance with the National Flood Insurance Program (NFIP).
- Review and verify elevation certificates for accuracy and compliance with floodplain regulations.
- Manage the Community Rating System (CRS) program to improve the city's floodplain management practices and achieve higher CRS ratings.
- Provide information and education to the public, developers, and contractors regarding floodplain management practices and regulations.
- Utilize Geographic Information Systems (GIS) and other tools to analyze floodplain data and update floodplain maps as necessary.
- Review development proposals and permit applications for projects within flood-prone areas to ensure compliance with floodplain management requirements.
- Prepare and submit required reports to state and federal agencies related to floodplain management and participate in audits and inspections by these agencies.
- Conduct detailed plan reviews to ensure compliance with building codes, zoning laws, and other relevant ordinances.
- Review building, electrical, plumbing, mechanical, and other related permits in accordance with local, state, and federal regulations.
- Assist contractors, developers, and the public with permit application procedures and requirements.



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- Respond to inquiries and provide technical assistance.
- Discuss plans with architects, engineers, contractors, and property owners.
- Maintain accurate records of permits, inspections, and plan reviews in the permitting system.
- Perform other job duties as assigned.

#### **Knowledge, Skills, and Abilities (KSA's) for Position:**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge:**

- City code and ordinances.
- Federal, state, and local floodplain regulations and requirements.
- Principles and practices of floodplain management.
- City's functions, policies, and procedures.
- Principles and practices of building construction.
- Building, plumbing, mechanical, gas, and electrical codes.

##### **Skills:**

- Strong written and oral communication and relational skills.
- Public relations and customer service.
- Use of standard equipment and testing devices.
- Detecting defects in building construction and code violations.
- Operate a variety of office equipment including a computer, smartphone, tablet/iPad, printer, calculator, and copier.
- Operate a variety of software such as Microsoft Office/365, Adobe Acrobat & Bluebeam Revu.

##### **Abilities:**

- Interpret technical designs and blueprints.
- Enforce codes.
- Work with the general public.
- Input, access, and retrieve data from a computer, smartphone, or tablet.
- Work in various weather conditions with exposure to slippery and uneven surfaces, heights (up to 50 feet), and some stressful situations.
- Understand and apply floodplain management principles and regulations.
- Communicate effectively with property owners, developers, and the general public about floodplain management issues.

##### **Physical Demands:**

The work is light work, which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:



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- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm
- Handling: Picking, holding, or otherwise working, primarily with the whole hand
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be a contract of employment. The contents of this position description may be changed without notice and employment may be terminated by either party at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

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**Signatures / Date**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date