

LAKE WORTH DRAINAGE DISTRICT

JOB POSTING

Right-of-Way Compliance Technician

GENERAL DESCRIPTION:

Responsible for providing administrative support to the District's right-of-way regulatory program including permitting, compliance and right-of-way interest. Responsibilities include issuance, distribution, processing, tracking and recording of permits, compliance notices and compliance deliverables. Position responsible for keeping the regulatory database (Accela) up to date with current information. Workflow is based on established processes and procedures, but efficiencies may be maximized by exercising initiative and independent judgement in the completion of administrative tasks. This position also serves as a back-up for several other administrative roles. Work is performed under the general supervision of the Compliance Supervisor and the direct supervision of the Director of Right-of-Way Regulation.

ESSENTIAL JOB FUNCTIONS:

- Drafts, distributes and records documents related to the District's regulatory program, such as, Notices of Non-Compliance, Notices of Violation, Notices of Encroachment and Notices of Permit.
- Monitors, requests, tracks, and updates compliance deliverables (Annual Fees, Inspections, Insurance, Record Drawings/Certificates of Completion, Commencement Notices, etc.).
- Monitors LWDD permit inbox then processes, updates and distributes permit, compliance and right-of-way interest information accordingly.
- Generates reports to track permit and compliance workflow status (Project Review Report, Annual Fee Report, Abandoned Pole Report, Closed Permits, etc.).
- Updates and maintains database information and supports the development of documentation standards, templates and procedures related to formatting, publishing, and archiving of regulatory records and information.
- Process Lead for:
 - Administrative Processing of Expired Permits and Permit Extensions
 - Annual Fee Invoicing
 - Closing Permit Records – Lack of Response
 - Permit Distribution
 - Permit Noticing
 - Processing Certificates of Insurance
 - Record Drawing Processing, and
 - SOP Administrator
- Process Back-up for:
 - Check Processing for Deposit
 - Processing Conveyance Instruments
 - Return/Refund Fee, and
 - Service Agreements

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- Provides general public assistance for electronic submittals as well as permitting and compliance questions. Forwards complex inquiries to appropriate technical staff.
- Provides general administrative support to regulatory staff and District managers as needed.
- Analyzes administrative processes and seeks opportunities for process efficiencies.
- Conducts permit and compliance records research as needed.
- Provides back-up office support as needed.
- Provides notary services as needed.
- Due to the District's emergency response role, position may at times be required to provide support before, during and after major storm events and emergency situations.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Typically has Associate's degree in business administration or related field. High school diploma required. At least two (2) years of experience of administrative work in regulation, permitting or compliance. Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient in the use of computer hardware and software including the suite of Microsoft Office products, Adobe Acrobat, and the ability to learn and use the Accela Civil Platform (Regulatory database)
- Ability to generate legal descriptions using the Palm Beach County Property Appraiser's website
- Ability to work in a deadline driven environment and to set and adjust priorities as needed
- Ability to follow oral and written instructions
- Ability to establish and maintain effective working relationships with others
- Organized with attention to detail

ESSENTIAL PHYSICAL SKILLS:

- Acceptable hearing and eyesight (with or without correction)
- Ability to communicate both orally and in writing
- Ability to lift and carry up to 15 lbs.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment

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SALARY RANGE: \$19.44 - \$25.75/Hour (\$40,435 - \$53,560/Year)

Interested candidates should submit an application and resume at
<http://www.lwdd.net/employment-application>

Lake Worth Drainage District is an Equal Opportunity Employer and does not discriminate because of age, color, disability, ethnicity, marital or family status, national origin, race, religion, sex, sexual orientation or any other class protected by law. Preference in appointment will be given to eligible veterans and spouses in accordance with applicable law. A Veterans' Preference Information form is available upon request.