



CITY OF HAWTHORNE
PUBLIC WORKS DEPARTMENT
PLAN COORDINATOR/ADMINISTRATIVE ASSISTANT
Classification Specification
(Classified)

JOB SUMMARY

The Plan Coordinator/Administrative Assistant, manages and distributes incoming plan submittals to Planning, Building and Safety and Public Works (Engineering) Departments. The Plan Coordinator/Administrative Assistant coordinates activities with other departments and agencies as needed. The position will also assist Public Works in complying with environmental programs such as SB1383, MS4 permit, National Pollution discharge Elimination System (NPDES), solid waste and recycling programs and others.

SUPERVISION RECEIVED

The Plan Coordinator/Administrative Assistant works under the supervision of the Director of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Plan Coordinator/Administrative Assistant. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Assists customers and responds to inquiries regarding the need for approvals, permits and inspections, application status and the general code compliance of designs, procedures and materials.
- Determines that the project has all prerequisite approvals prior to permit issuance. Assists in obtaining proper signatures and declarations on applications.
- Creates files and records for special and standard inspections and final project completion. Verifies that the necessary documents are retained for the period required and are available, as needed.
- Performs general office reception duties. Explains general rules and regulations, program and procedural information and responds in person and by telephone to inquiries, routine complaints, and problems, takes messages, and/or makes referral to appropriate source(s).
- Maintains database for the computer permit tracking system, record imaging system, division operational reports and the seismic retrofit program. Prepares, maintains and archives plan review, permit, code enforcement and inspection records. Performs data entry and checks data and information for accuracy.
- Oversees and facilitates recycling pickup and drop-off programs, ensuring compliance with applicable federal, state, and local ordinances and guidelines.
- Coordinates recycling collection schedules to optimize service quality and efficiency; assigns technicians and truck drivers to various routes.
- Provide administrative and analytical support (including answering phone calls).
- Interact directly and maintain effective working relationships with business owners, management companies, maintenance companies and staff, customers, residents, community groups, and the general public.
- Educate customers on the latest recycling regulations (i.e. AB 1826, AB 341, SB1383.).

- Serves the public at the permit counter on a regular basis; ensures that plans meet the requirements of related building codes, regulations, and restrictions.
- Consults with engineers, architects, contractors, or the public to discuss problems with initial plans and required changes.
- Performs field inspections in assistance to other work unit inspectors, or upon request of the Officials.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from high school or G.E.D.; AND
- Three (3) years of recent, paid, progressively responsible work experience in a private or public agency involved in regulatory functions, permit processing or a closely related field, which included heavy public contact.

Licenses, Certificate and/or Special Requirements

- A valid California class “C” driver’s license, safe driving record, and proof of insurance are required at the time of appointment.

QUALIFICATION

Knowledge, Skills and Abilities

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of building plans, codes, ordinances and related terminology.
- Knowledge of architectural drawing convention and what comprises a complete set of building plans.
- Knowledge of processes and procedures associated with construction permits.
- Knowledge of records management practices and procedures.
- Knowledge of safe driving principles and practices.
- Knowledge of business English, spelling and punctuation.
- Knowledge of basic mathematical principles.
- Knowledge of general computer software applications, including spreadsheets and word processing.
- Knowledge of effective customer service techniques.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop, and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Service Status: Classified

Revised:
CSC Approved: August 2022