

**\*All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

**JOB OPENING**  
**PERMITTING SPECIALIST**

***Grade 27: \$41,549.27 (\$19.98/hr.) - \$57,276.13 (\$27.54/hr.)***

**DEPARTMENT:** MINING

**DIVISION:** PLANNING & DEVELOPMENT

**GENERAL DESCRIPTION:**

In relation to phosphate mining, provides technical review and recommendations concerning all aspects of development review and approval processes, including management of all local, state, and federal permitting interactions, as well as mine plan review and reclamation plan review. Carries out on-site inspections and investigations. Performs related duties as required.

**ESSENTIAL JOB FUNCTIONS:**

1. Assures compliance with the County Mining Ordinance, County Comprehensive Plan, and County Land Development Regulations.
2. Provides review and comment on applications for Mining Major Special Exception.
3. Participates in agency workshops, meetings, hearings, and review forums.
4. Conducts and/or assist in on-site inspections, sampling, and evaluations.
5. Coordinates with other county personnel and external agency representatives.
6. Investigates and reviews all complaints relating to sources of pollution, un-permitted mining impacts, and threats to health, safety, and welfare of the public.
7. Provides status and progress reports.
8. Carries out other duties as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of Florida's ecosystems, related planning issues, and operations of primary permitting agencies including, but not limited to: U.S. Army Corps of Engineers (COE); Southwest Florida Water Management District (SWFWMD); Florida Department of Environmental Regulation (FDEP); Central Florida Regional Planning Council (CFRPC). Basic knowledge of Microsoft Windows 10 operating systems, Microsoft Office 2016, and Office 365. Good math, data collection, filing, record keeping and quality control skills. Ability to communicate clearly and effectively both verbally and in writing. Ability to establish and maintain effective working relationships. Ability to work unattended and resolve problems independently or as part of a team. Ability to collect, analyze and interpret scientific data.

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**EDUCATION AND EXPERIENCE:**

Bachelor's degree in the natural sciences or environmental sciences, and 2 years of environmental permitting, planning, or review experience in Florida.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**OPTIONAL RELEVANT EXPERIENCE:**

Geographic Information Systems (GIS), ESRI mapping software, ArcGIS Online technologies, Global Positioning Systems (GPS), statistics, geology, soil science, geotechnical engineering, land planning, or drafting, or relevant college or trade-school degree. Skill in the use of MicroSoft® Excel and MicroSoft® Access, and/or SQL-type databases.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to communicate orally and in writing.

**ENVIRONMENTAL CONDITIONS:**

Works inside and in an office environment and outside at site areas.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**Approved by BOCC 3/6/03**  
**Update approved 7/15/21**