

CLASS TITLE: CERTIFICATE OF OCCUPANCY COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision, acts as customer service liaison for external and internal customers, is responsible for technical and clerical work requiring an independent decision, exercising judgment and a detailed knowledge and understanding of the review and processing of Certificates of Occupancy, (COO) ordinances, regulations, and construction codes of City building permits and contractor's licenses and registrations, project coordination, and other related assigned duties.

ESSENTIAL TASKS:

- Processes intake of commercial COO applications utilizing specialized software
- Responds to customer inquiries regarding the permitting and COO process via phone, email, or face-to-face
- Coordinates Oklahoma Medical Marijuana Authority (OMMA) Certificate of Compliance applications and issuance
- Manages and oversees issuance of temporary and final COO for private development customers within established guidelines by coordinating all inspection statuses prior to issuance
- Implements proper retention procedures relating to files and records
- Conducts research pertaining to open records requests for COOs
- Coordinates Self-Certification, Third Party Building Plan Review and Third Party Plan Review submittal process
- Approves landscape letters for commercial projects
- Counsels customers regarding form completion for legal Notices to be filed with Tulsa County
- Provides weekly COO & Temporary Certificates of Occupancy issued numbers for management reporting, creating and maintaining project status reports for all Third Party Review submittals
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate and five (5) years of increasingly responsible experience in a field relevant to the essential tasks of this job description; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and six months employment in the position

Knowledge, Abilities and Skills: Considerable knowledge of the policies and procedures relating to building permit ordinances and regulations; considerable knowledge of construction codes and governmental regulations; and knowledge of floorplans and site plans with the ability to read and identify the components of each.. Ability to make operating decisions independently in accordance with written or verbal instructions; ability to utilize research and deductive reasoning skills in carrying out job responsibilities; ability to exercise great customer service skills; ability to communicate effectively to all audiences, both written and verbally; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Considerable skill in time management, organization and effective information delivery; and skill in word processing and/or computer applications with the ability to rapidly master various database software applications.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, and telephone; occasional lifting and carrying up to 50 pounds; frequent pushing and pulling up to 5 pounds; occasional pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, handling, feeling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Page 2 (Continued from Certificate of Occupancy Coordinator)

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 2621

EEO Code: N-02

Pay Code: AT-28

Group: Engineering, Planning, and Technical

Series: Subprofessional Engineering and Technical

Effective Date: March 31, 2021