

TOWN OF DUNDEE

DEPARTMENT OF HUMAN RESOURCES

Position Description

POSITION TITLE: BUILDING PERMIT TECHNICIAN

DEPARTMENT: DEVELOPMENT SERVICES

SALARY RANGE: \$17.11 – 21.32 per hour

HOURS PER WEEK: 40

BENEFIT ELIGIBILITY: NON-EXEMPT ELIGIBLE

JOB SUMMARY

This is a highly technical and responsible intricate position involving assisting the public and providing office support duties related to processing of applications for building construction permits and issuance of building permits. The individual determines the types of permits required and fees to be charged according to the Town - City's Fee Schedule. This position is also responsible for handling confidential and time sensitive material.

ESSENTIAL DUTIES

- Assists in answering telephone and personal inquiries; redirect incoming calls, routes visitors and calls; secures information from appropriate sources; schedules appointments as requested and distributes department mail.
- Type, proofread, and edit content of documents.
- Performs clerical work such as: posting of detailed records; assists public in filling out forms; checks and maintains lists, and proofreads typed materials to verify correct spelling, syntax, punctuation, and format; records management; maintains files, alphabetically, numerically, or by other established classification; prepares materials for distribution.
- Accepts permit applications, review for completeness and errors, enter data into computerized tracking system, and route for review.
- Accept Development Plan applications, review for completeness and errors, enter data into computerized tracking system, and route for review.
- Provide general administrative assistance to the Building Inspector, Building Official, Development Services Coordinator and Code Enforcement Officer as needed.
- Prepare, update, and maintain applications forms and other departmental forms.
- Determines type of permit, plans and process requirements for prospective applicants.
- Performs both routine and non-routine administrative duties, as dictated by the nature of the task, e.g., data entry, records maintenance, filing, basic calculations, generating reports.
- Routes and monitors status of permit applications and plans of other regulatory divisions as part of the permitting process.
- Reviews, processes, and issues approved building, electrical, plumbing, mechanical and other permits required.
- Calculates the permit fees based on the established fee schedule.
- Prepares, maintains, and properly stores official records submitted by applicants.
- Schedules and coordinates inspections between contractors on job sites and city Inspectors.
- Logs and tracks all inspection requests and prepares documents/files for the inspectors on all next day inspections, according to documents received which qualify them for the inspection.
- Reviews all documents for completeness to prepare Certificate of Occupancy or Certificate of Completeness.
- Responds to public inquiries concerning status of permits and city licensure and other related permitting questions.
- Redirects calls concerning other properties outside Dundee city limits to the proper authority to call.
- Processes contractor's required documentation for verification that it is consistent with the city and State regulations to issue any permits.

- Performs other related duties as assigned.
- Knowledge, Skills, and Abilities:
- Knowledge of departmental policies, procedures, and practices.
- Knowledge of Florida Statutes, building codes, construction processes and terminology.
- Ability to review and understand construction plans.
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems.
- Skill in using computers for data entry.
- Skill in using computers for word processing and/or accounting purposes.
- Ability to compare and/or judge the readily observable functional, technical, structural, compositional, or identifiable characteristics (whether like or divergent from obvious standards) of data, people or things.
- Ability to produce reports with proper format, punctuation, spelling, and grammar, using all parts of speech.
- Ability to interact with people (staff, supervisors, public and elected officials) beyond giving and receiving instructions to include tactfully mediating conflicts and achieving positive results.
- Ability to perform under maximum stress when confronted with short deadlines, heavy workloads, conflicting interests, and high customer demand.
- Ability to read a variety of professional, technical, and administrative documentation, directions, instructions, methods, and procedures.
- Ability to learn and understand subject matter principles and techniques.
- Ability to make independent judgments in absence of supervision within the scope of respective job duties and tasks.
- Ability to acquire and expound on knowledge of topics related to primary occupation.
- Ability to differentiate colors and shades of color.
- Ability to inspect items for proper length, width, and shape.
- Organize and maintain department's filing system including applications, plans, plats, and reports.
- Perform technical and administrative duties that support the Development Services, Planning Department and Code Enforcement functions.
- Accept, review, process payments and issue permits for simple and over-the-counter permit applications.
- Processing all incoming permit payments for deposit in a timely manner.
- Answer questions about building codes and provides copies of plans, maps, and other documents to customers.
- Track progress of permit applications.
- May perform simple plan review.
- Assist with the mailing of informational notices and packets to agencies and residents.
- Attendance of meetings and assisting with records and minutes necessary.

MINIMUM QUALIFICATIONS

One year to two years of related experience and/or training. An employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

- High School Diplomas or GED.
- Two (2) years of experience in Building Permit Department
- Florida Driver's License
- Microsoft Office Skills
- Typing Skills

Considerable knowledge of related secretarial and office methods, practices, policies, and procedures.

KNOWLEDGE, SKILLS & ABILITIES

Ability to effectively communicate via phone and email ensuring that all Building Permit Tech duties are completed

accurately and delivered with high quality and in a timely manner. Reliance on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected.

- The ability to work in a team environment; contribute as a team member and treat co-workers, subordinates, and customers with respect.
- Build professional relationships with internal staff and customers.
- Assist in Records Management
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Handle multiple projects
- Strong organizational and planning skills

OTHER REQUIREMENTS

Working Conditions and Physical Abilities

Office environment. May be required to travel for meetings and attend evening meetings as assigned. Low frequency of exposure to hazardous working conditions in dealing with members of the public. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment, will be required to communicate orally, regularly required to sit, stand, walk, occasionally required to stoop, kneel, or crouch and reach with hands and arms and lift up to 25 pounds. Specific vision abilities required include close vision and ability to adjust focus.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

The Town of Dundee is an equal opportunity employer committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability or any other legally protected status.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all the stated requirements.

Signature

Date

Print Name