TOWN OF SURFSIDE
BUILDING SUPPORT CLERK

DEPARTMENT: BUILDING NON- EXEMPT

GENERAL DESCRIPTION:

Advanced clerical work, processing applications for Building department. Work is performed under the general supervision of the Building Official.

ESSENTIAL JOB FUNCTIONS:

1. Accepts applications for all building permits. Reviews forms for accuracy; explains permit procedures, fees and determines missing documents. Determines licensing requirements for permit.
2. Researches the sources and availability of current information applicable to the operation of the Building department.
3. Explains and answers questions for developers, contractors and homeowners regarding application process for obtaining the permits, inspection process, and practices based on Town Ordinances.
4. Schedules inspection requests and gives same to appropriate inspector, records all inspections results.
5. Receives plans, specifications and permit applications from applicant, instructs applicant of permit process and gives applicant the Building department manual "Applying for a Permit".
6. Distributes submitted plans to each discipline for review, records comments from each discipline, and sends all negative comments to design professionals for corrections.
7. Resubmits plans for second review to all required disciplines.
8. Assists the plan reviewers by maintaining phone contact with contractors and property owners, helping to coordinate the needed documents to complete the permitting process.
9. Compiles and routes permit folders.
10. Enters required information into computer.
11. Prepares permit application and plans for Building Official sign off.
12. Works with the public. Advises citizens of Code Enforcement rules, regulations and procedures.
13. Must be able to take notes/minutes and be able to attend required night meetings when requested.
14. Serves the Town's Advisory Boards and Committees.
15. Carries out complex verbal and written instructions.
16. Performs other duties as assigned.

(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 permitting process.
- Knowledge of state laws pertaining to licensing and permitting.
- Knowledge of general office procedures.
- Knowledge of construction terminology and documents.
- Knowledge of telephone etiquette.
- Knowledge of the uses of a computer and equipment.
- Ability to work effectively with various people.

- Ability to communicate effectively with customers.
- Ability to extract pertinent facts from verbal and written guidelines, policies and procedures and apply them to a variety of problems.
- Ability to work under pressure and meet deadlines.
- Ability to follow directions.
- Ability to follow through on designated tasks.
- Ability to handle numerous tasks at once.
- Skill in typing, filing and research techniques.
- Skill in operating office equipment.
- Skill at accessing, inputting and retrieving information from a computer.
- Good customer service skills.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. Two (2) years experience in responsible permitting.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

None

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate orally.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to enter data at a prescribed rate of speed.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: 3/18/08; 5/5/08; 2/19/09; 1/29/11; 4/10/12

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: _____