



TOWN OF SURFSIDE BUILDING PERMIT CLERK I

DEPARTMENT: BUILDING

NON-EXEMPT

GENERAL DESCRIPTION:

Skilled clerical and administrative work processing applications for building permits. Work is performed under the general supervision of the Building Department Supervisor and the Building Official.

This is an entry-level position in the Building Permit Clerk series.

ESSENTIAL JOB FUNCTIONS:

1. Performs customer service including in person, on the phone, on various subjects including Code Compliance rules, regulations and procedures.
2. Accepts applications for building permits. Reviews forms for accuracy; explains permit procedures, fees and determines missing documents.
3. Explains and answers questions for developers, contractors and home owners regarding application process for obtaining the permits, inspections process, and condition of Certificate of Occupancy.
4. Receives plans, specifications and permit applications, instructs applicant and provides appropriate department manual.
5. Distributes submitted plans to appropriate person for review, records comments and sends all negative comments to the design professionals for correction.
6. Resubmits plans for second review to all required disciplines.
7. Maintains contacts of applicant and/or submitter to coordinate receipt of required documents.
8. Compiles and routes permit folders.
9. Enters required information into computer
10. Prepares permit application and plans for Building Official's signature.
11. 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, SKILLS AND ABILITIES:

- 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 work under pressure and meet deadlines.
- Ability to follow directions.
- Ability to follow through on designated tasks.
- Ability to handle numerous tasks at once.
- Ability to attend meetings and conferences in building related topics.
- Skill in typing, filing and research techniques.
- Skill in operating office equipment.
- Skill at accessing, inputting and retrieving information from a computer.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. One (1) year experience in responsible permitting or office work. Experience in construction, construction administration or building department operations preferred.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

ICC certified Permit Technician - desired

Active Notary Public - desired

FEMA Incident Command System Training Course (ICS 100, 200, 700, and 800) - desired

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: New 5/30/2017; 5/12/2021

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:  _____
5/12/21