TOWN OF SURFSIDE

BUILDING PERMIT CLERK II

DEPARTMENT: BUILDING

GENERAL DESCRIPTION:

Skilled clerical and administrative work processing applications for building and business tax licenses. Work is performed under the general supervision of the Building Official. May perform difficult and complex clerical and administrative support work using some independent judgment.

This is a mid-level position in the Building Permit Clerk series. This position is distinguished from entry level by the full range of duties assigned. Only occasional instruction or assistance is required.

ESSENTIAL JOB FUNCTIONS:

1. Performs essential functions of Building Permit Clerk I.
2. Assists with the 40 Year Building Re-Certification Program for the Town of Surfside by processing applications and payments, reviewing reports, corresponding with building owners, professionals of record and building management. Coordinates inspections, reviews results and works with Code Compliance on unresponsive cases.
3. Assists with the Expired Permit Program by corresponding with building owners, real estate professional and contractors on expired permits, reviews and guides the application process, processes payment and coordinates inspections through completion.
4. Processes permitted construction project TCO/TCC's and track through to completion and issuance of project CO/CC.
5. Coordinates electrical service connection by FPL for all electrical contractors.
6. Coordinates road lane closures between Surfside Public Works, Police, and contractors.
7. Assists Code Compliance with permit information and property/project history.
8. Processes Contractor registration and registration renewal by receiving and reviewing required documentation, processing applications and payments.
9. Processes Special Events Permits, Film and Photo Shoot Permits, Public Works Permits and Residential Annual Parking Permits and Liquor Licenses.
10. Processes public records requests, document review and printing vendor's reproduction of requested documents.
11. Calculates permit application fees, revisions fees, and re-inspection fees for all construction projects as per Town of Surfside Code of Ordinances.
12. 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. Minimum of three (3) years' experience as a Building Permit Clerk I or equivalent.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License. Notary Public, 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: 5/30/17 New

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: _____ 6/1/17