



TOWN OF SURFSIDE

BUILDING SUPPORT COORDINATOR

DEPARTMENT: BUILDING

NON-EXEMPT

GENERAL DESCRIPTION:

This is skilled administrative work processing invoices, reports, and applications for building and businesses. 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 coordinator level position and is over the Building Permit Clerks. Only occasional instruction or assistance is required as new or unusual situations arise.

ESSENTIAL JOB FUNCTIONS:

1. Performs essential functions of Building Permit Clerk I, II and III.
2. Processes monthly invoices for the Building Department, including collating, vetting, preparing check requests and follows up on payment delivery.
3. Processes quarterly and monthly reports for Miami-Dade County.
4. Processes monthly treatment capacity reports for Miami-Dade County.
5. Assists Public Works Department in collecting utility bill payments.
6. Coordinates monthly Design Review and Planning and Zoning, including application process and review, document coordination between applicant, Town Planner, Town Clerk and reviewers, collating submissions, agenda preparation, Planning and Zoning member package preparation, distribution and verification.
7. Coordinates all Zoning reviews and revisions to permitted work with Town Planner, project designers, contractors and property owners.
8. Coordinates and processes permitted construction project TCO/TCC's and tracks through to completion and issuance of project CO/CC.
9. Assists Code Compliance with permit information and property/project history.
10. Processes public records requests, document review and printing vendor's reproduction of requested documents.
11. Processes Public Works permit applications and submitted documents, Process Special Events Permits, Parking Permits, and Garage Sale Permits.
12. Assists Town Flood Manager in compiling, collating, vetting, and preparing documents for submission to FEMA's Region IV Office for National Flood Insurance Program verification audits.
13. Assists Town Flood Manager in compiling, collating, vetting and preparing documents for submission of Surfside's application to the Insurance Services Office, Community Rating System's Discount Flood Insurance Premium Program.
14. Reviews building permit applications for compliance with FEMA's Substantial Improvement guidelines under 44 CFR 59.1.
15. Responsible for guardianship of all FEMA related files and documents.
16. Will be responsible for the Planning and Zoning Sustainability Subcommittee document coordination between Town Planner, Town Clerk and Town Attorney's office. Collating submissions, agenda preparation and adding Planning and Zoning member package preparation, distribution and verification.
17. Responsible for coordinating the joint Building/Code Compliance Departments cooperative building code enforcement effort whereby Building Department Inspectors assist Code Compliance with building code violations.

- 18. Serves as Assistant to the Building Official in coordinating all Building Department operations.
- 19. 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:

Bachelor's Degree with 2 – 4 years' experience preferably in construction or government environment; or an equivalent combination of relevant education and experience.

(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: _____

