

**CITY OF STUART
JOB DESCRIPTION**

Title: BUILDING PERMIT TECHNICIAN
Department: Development Department
Job Code: 6143
Grade: H09
Exempt Status: Non-exempt

CHARACTERISTICS OF THE CLASS

Under the direct supervision of the Building Official and general direction of the Development Director, incumbent is responsible for a wide variety of technical clerical duties in support of the Building Official. These duties include (but are not limited to) organizing the Building Officials calendar, scheduling of and attendance at pre-construction meetings, customer contact, maintaining building permit records and setting up building permit processes. Also provides technical assistance and utilizes computer skills to produce reports and correspondence. Work is reviewed verbally or through written request for results obtained and adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Coordinates and attends pre-construction meetings.
2. Assists in the building plan review process under the supervision of the Building Official.
3. Provides updates to the building section content on the City's web pages.
4. Coordinates site plan and building permit review process.
5. Responds to frequent telephone or in-person inquires regarding site plan and building permit requirements; greets the general public and answers general zoning questions; assists public with general information requests.
6. Enters information into computer such as permits, insurance forms, development application data, and payments.

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7. Calculates and assesses impact fees.
8. Provides a variety of technical information regarding permit requirements. Issues payment receipts for building permits, alarm user permits, and miscellaneous required payment receipts.
9. Collects and compiles data for reports and correspondence.
10. Maintains filing systems; schedules inspections.
11. Issues and updates contractor licenses and alarm user permits.
12. Types, prints and makes copies of correspondence and reports; opens and sorts mail.
13. Coordinates and issues Certificate of Occupancy.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School or GED; supplemented by two (2) years general office experience, preferably a municipal permitting agency or construction oriented field; or an equivalent combination of training and experience. Florida Notary Public certification is required or the ability to obtain certification within six (6) months or to make application for certification within sixty (60) days.

Must possess a valid Florida Driver's License.

Microsoft Word, Microsoft Excel, and Pentamation Community Plus Program experience preferred but not required.

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B. Knowledge, Abilities and Skills:

Knowledge of modern office terminology, methods, practices and procedures, preferably in the building construction industry.

Knowledge of modern information systems and software. Knowledge of business English and arithmetic.

Knowledge of departmental and municipal rules, regulations, policies and procedures pertaining to the building construction field.

Knowledge of the rules and regulations of a Florida Notary Public.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, superiors and the general public.

Ability to communicate information tactfully and impartially.

Ability to maintain complex records and prepare reports. Skill in the use of modern office equipment.

C. Physical Requirements:

Task involves frequent walking; standing; bending, stooping, reaching, sitting, moderate lifting, moving, pushing or pulling objects of moderate weight (30 pounds); and/or the operation of vehicles, office equipment, keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

D. Environmental Requirements;

Task may require infrequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires sound perception and discrimination.

Task requires odor perception and discrimination.

Task requires texture perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Development Director

Received by: _____ Date: _____
Employee