



Building Clerk / Permit Technician

EEO Class Code: Technician

Union Status: Unclassified

FLSA Code: Non-Exempt

The Town of Pembroke Park Job Description

Department: Public Services

Division: Building

Supervises: None

Position Reports To: Building and Facility Manager

Sworn: No

Job Specifications

NATURE OF WORK

This position is responsible for providing administrative support in the Building Department, issuing building permits, providing customer service, and maintaining records. Under general supervision, the Building Clerk/Permit Technician assists engineers, architects, contractors, homeowners, and others by providing technical information regarding routine building code requirements and ordinances; assist the public in completing applications and other required forms; to track permit applications received as they proceed through interdepartmental processes; and to perform other duties as required.

ESSENTIAL DUTIES

Tasks required of those in the position Building Clerk/Permit Technician include but are not limited to:

- Provides information at the counter, by telephone and through correspondence in response to relatively routine questions regarding building ordinances and codes, building permit application process and procedures.
- Assists the public in completing applications and other necessary forms.
- Reviews applications: accepts construction plans and plan documents for permit processing, and calculates fees for plan check, building, plumbing, mechanical, electrical, and other types of building permits which require inter-departmental review or the services of Building Inspectors.
- Reviews documentation for accuracy and required information.

- Coordinates routing of various plans and permits to appropriate Town departments for information as necessary to complete permitting process.
- Accepts construction plans for appropriate departmental personnel to check.
- Utilizes information systems as required in the processing, filing, and managing records associated with applications, permits, and other systems as required.
- Research, compile and analyze data for special projects and various reports.
- Assists in maintaining manuals and updating resource materials.
- Participates in implementation and improvement of policies and procedures.
- Calculates and inputs permit fees.
- Collects payments and issues permits.
- Schedules inspections.
- Mail null and void, 150 days, 180 days notifications.
- File closed permits.
- Maintains a variety of building and planning related records.
- Scans documents for archive.
- Assists in the preparation of quarterly and monthly reports.
- Greet guests and handles daily building questions and concerns from the public.
- May be required to undergo cross-training.
- Any related duties and special projects as assigned by the Building Manager, Building Official and the Public Services Director.

KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of modern office practices and procedures including computer literacy to include use of specialized permitting programs, electronic spreadsheets and word processing applications, and records management practice.
- Basic knowledge of building plans, code, ordinances, and related terminology; architectural drawing principles, maps, constructions plan and specifications, and what comprises a complete set of building plans.
- Basic knowledge of pertinent local state building, zoning, and regulations related to permit process.
- Knowledge in the operation of office equipment and performing mathematical calculations.
- Coordinate and prioritize multiple tasks, projects, and program activities.
- Use automated information systems to develop and maintain databases, spreadsheets, and documents.
- Research and compile information to write reports.
- Ability to interact with the public and providing professional customer service.
- Ability to establish and maintain effective working relationships with customers, contractors, the public and Town staff.

MINIMUM REQUIREMENTS

- High school diploma or valid equivalent.
- Two (2) years of customer service and/or administrative clerical experience.
- Must possess (or obtain within 12 months) a valid Permit Technician Certification from International Code Council (ICC) or similar organization.
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- Any equivalent combination of skills and experience may be combined.

PREFERRED QUALIFICATIONS

- Associate's degree.
- One (1) or more years in a building/permitting capacity.
- Previous public sector experience.
- Records Management Certification.
- Working knowledge of construction terminology.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area.
- Ability to work in a computer station for an extended period.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime and weekends for special Town events, activities, and emergencies.

