



## **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.

