

JOB ANNOUNCEMENT

City of Treasure Island, Florida

TITLE OF POSITION: Permit Technician
VACANCY DATE: February 16, 2018
SALARY: \$15.87/hour
CLOSING DATE: Open Until Filled

CITY OF TREASURE ISLAND JOB DESCRIPTION

JOB TITLE: PERMIT TECHNICIAN GRADE: 10

DEPARTMENT: COMMUNITY DEVELOPMENT SALARY: \$15.87 - \$23.20

GENERAL DESCRIPTION:

This is responsible technical office and intensive public contact work of a moderate to difficult nature involving receiving and processing contractors' licensing, and permit requests or code enforcement cases, which require the application of independent judgment and acknowledgment of laws, regulations or procedures set by policy. Permit intake, review and issuance are performed under the licensure of the Building Official. Work is performed under the general administrative direction of the Community Improvement Director.

ESSENTIAL JOB FUNCTIONS:

1. Develops methods and procedures to ensure efficient processing, issuing, and record-keeping for all permits.
2. Acts as the central point of contact for all permits processed by the department to include status disposition, and location of each.
3. Answers inquiries related to licensing and permitting, and other questions regarding the City code and applicable State and local laws and complaints regarding incorrect fee charges; recommends necessary adjustments; processes and monitors inspection activities; notifies customers concerning noncompliance of codes.
4. Uses a computerized data system for creating, searching and updating records; composes and types correspondence, violation notices, licenses, permits and similar documents.
5. Disseminates appropriate city codes or building permit applications and information to contractors, developers, professionals and the general public.
6. Files, updates and maintains division's master files, records, and reports.
7. Coordinates and records required building inspections and inspection results.
8. Processes and maintains contractor's registration records.
9. Informs Duke Energy regarding approved electrical inspection, for electrical connections.
10. Functions as a cashier for all permit payments and accounting for all permit monies due the City.
11. Performs and assists the Building Official in the smooth operation of the office.
12. Prepares and submits monthly business activity reports and other quarterly statistical data.
13. Reviews records of various paper, computer and laserfichs files to maintain the accuracy, and ensures permits are closed out or extended as necessary by the contractor.
14. Disseminates new addresses and parcel numbers to all City Departments, County Departments relating to utilities, property, 911, mapping, taxes, and appraisals.
15. Ensures accuracy of all parcel numbers and related addresses in computer system to ensure all permit reporting is complete with the County.
16. Performs record retention responsibilities for building, code enforcement, and flood related records. Maintain orderly records for easy retrieval. Perform scanning and laserfichs operations for record retrieval.
17. Performs related work 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:

- Must be able to provide excellent customer service skills and receive the public with considerable poise, tact, patience and courtesy.
- Skill in the use of computer and other equipment utilized in a modern office environment.
- Must be able to receive and transmit accurate messages from telephone calls and voice mail messages.
- Considerable knowledge of modern office practices and procedures, business English, spelling, bookkeeping practices, and filing.
- Considerable knowledge of appropriate municipal codes, ordinances and resolutions and of the rules, regulations, procedures and functions of the assigned area.
- Knowledge of construction industry terminology.
- Ability to exercise sound judgment in rendering code interpretations and other decisions in accordance with established departmental procedures.
- Ability to make decisions recognizing established precedents, practices and systems and to use resourcefulness and tact in resolving new problems.
- Ability to perform basic mathematical calculations with speed and accuracy.
- Ability to maintain effective working relationships with employees, businesses, other agencies and the public as necessitated by the work.
- Ability to effectively handle angry citizens in person or via telephone.
- Ability to prepare clear and concise reports, maintain records and retrieve information using a variety of source materials.
- Ability to understand and follow complex oral or written instructions and to communicate clearly and concisely, orally and in writing.
- Ability to perform varied complex technical and clerical operations rapidly and accurately.
- Ability to work independently and to carry out assignments to completion with minimum supervision.
- Ability to adhere to prescribed routines and practices, maintain and organize complex records, and to make reports.
- Able to comply with work schedules and maintain satisfactory attendance.
- Knowledge of the State Energy Code.

EDUCATION AND EXPERIENCE:

Graduation from an accredited high school or equivalent supplemented with courses in related subject matter. At least four (4) years of successful diversified office experience, or an equivalent combination of post-secondary training and experience.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)