

**Title:** Building Permit Coordinator  
**PG:** 38  
**Status:** Civil Service  
**Position Reports to:** Chief Inspector  
**Department:** Community Development/Building Inspection

**Class Code:** 6010  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is office management work of an administrative nature. Work involves responsibility for efficient office operation of the Building Inspection Division. An employee in this classification assists in developing methods and procedures for the efficient processing of permit applications and issuance of permits. Work is performed under the administrative direction of the Chief Building Official and is reviewed through periodic conferences and reports.

**ESSENTIAL FUNCTIONS:**

1. Plans, assigns, and coordinates the activities of the division's clerical staff.
2. Prepares monthly and yearly Permit & Inspection reports, along with reports to State agencies.
3. Expedites permit applications by coordinating plan approvals, which includes the disbursement of site plan submittals to various departments within the City. Receives and records responses to submittals.
4. Disseminates information to the general public, contractors, architects, engineers, and realtors, in person, or by telephone, on various ordinances, codes and policies relating to the Building Inspection Division.
5. Processes biennial registration renewals for contractors and issues registration cards for the current term. Registers new contractors.
6. Provides project inspection status to contractors, property owners, and City personnel.
7. Verifies that required Building, Plumbing, Mechanical, Electrical, Landscape, and Driveway Inspections have been completed on new construction before approving a certificate of occupancy.
8. Trains the clerical staff in the operation of such equipment.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of Local and State Laws governing contractor qualifications.
2. Knowledge of the methods, practices and techniques involved in general building construction and repair work.
3. Considerable knowledge of the principles of office management and administration
4. Considerable knowledge of computer equipment and its operations.
5. Knowledge of budget preparation procedures.
6. Ability to carry out administrative and supervisory details independently and conduct correspondence without review.
7. Ability to read or learn to read construction drawings.
8. Ability to plan, assign, schedule, supervise, and review the work of others.
9. Ability to communicate effectively, both orally and in writing
10. Ability to readily acquire a working knowledge of applicable Zoning Regulations and related division policies and procedures.
11. Considerable knowledge of the principles of office management and administration.
12. Considerable knowledge of computer equipment and its operations.
13. Knowledge of budget preparation procedures.
14. Ability to establish and maintain effective working relationships with other employees and the public.

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**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations. The job risks exposure to no significant environmental hazards. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. High School Diploma or its equivalent, including or supplemented by courses in Accounting, Computers, Construction, Engineering, or Planning.
2. Four (4) years experience in a responsible position in Building, Engineering, Zoning, Planning, or a comparable construction related field, a minimum of two (2) years of which must have been in Office Management.
3. Experience that is determined to be directly related and equivalent to the foregoing specified requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.