



TOWN OF SURFSIDE BUILDING DEPARTMENT SUPERVISOR I - PERMITS

DEPARTMENT: BUILDING

EXEMPT

GENERAL DESCRIPTION:

This position performs and supervises a variety of skilled clerical, office support, and supervisory tasks, in a typical office setting, relating to and responsible for the review and issuance of Building Permits, Certificates of Completion, Certificates of Occupancy and contractor license registrations. Work is performed under the general supervision and direction of the Building Official.

This is a supervisory class in the Building Permit Technician series in the department. This position is responsible for the efficient flow of permits through the approval and permit issuance process. This includes coordination and management of the permit flow through the plan review process.

ESSENTIAL JOB FUNCTIONS:

1. Oversees and manages the permit process; receives / reviews for completeness, forwards contractor registration/application plans and fee sequentially to all appropriate departments.
2. Supervises Building Permit Technicians in the processing of building permits (from application to issuance).
3. Confirms contractor has current insurance and license and no disciplinary action same day. Sends memos / correspondence same day. Updates, organizes and files property files as soon as possible.
4. Issues permit within twenty-four hours if everything is complete.
5. Directly manages customer interactions and communication pertaining to permitting status.
6. Utilizes personal computers and computer software to perform word processing and spreadsheet functions; prepares and maintains computerized reports.
7. Sorts and files documents and records, maintaining alphabetical, index, and cross-reference files; assists department with photocopying, assembling materials, and simple clerical work when assigned.
8. Answers the telephone, waits on the general public, and provides information related to department and/or Town permitting policies and procedures.
9. Builds and maintains positive working relationships with co-workers, other employees, contractors, and the general public using principles of good customer service; promotes and represents the Town to the public in a friendly, helpful and professional manner.
10. Processes and issues Town Building permits, certificate of completion, certificate of occupancy, receives/reviews for completeness. Confirms all required state, county, and Town registrations, certifications, and/or licenses are current prior to permit issuance.
11. Prepares correspondence, forms and documents related to building permitting. Prepares and maintains case management records and statistical reports. Reviews contractor's registration / application to perform work in the Town and advises the contractor.

12. Reviews validity of occupational and state licenses, photo ID, insurance, etc.
13. Reviews permit documents, architectural plans, and sketches are signed and notarized by contractor and property owner; type of work to be done and geographic location of property.
14. Interviews, recommends for hire and co-trains Building Permit Technicians and clerical employees of the Building department. Plans, assigns, and directs their work. Appraises performance; recommends rewarding and disciplining employees; addresses complaints and helps resolve problem.
15. Creates forms notices and pamphlets.
16. Serves as liaison with the public, members of the department and coworkers on related work issues.
17. Identifies and/or recommends cost control measures in the delivery of all services and functions in the Building department and under his / her area of responsibility.
18. Performs other duties 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:**

- Knowledge of permitting process.
- Knowledge of basic plan reading and interpretation skills.
- Knowledge of state laws pertaining to contractor licensing and permitting.
- Knowledge of general office procedures including filing and basic record keeping.
- Knowledge of construction terminology and documents.
- Knowledge of basic mathematics
- Knowledge of business letter writing and typing formats.
- Knowledge of telephone etiquette.
- Knowledge of the uses of a computer and equipment.
- Ability to work effectively with various people.
- Ability to communicate effectively with customers.
- Ability to work under pressure and meet deadlines.
- Ability to follow directions.
- Ability to follow through on designated tasks.
- Ability to handle numerous tasks at once.
- Ability to attend meetings and conferences in building related topics.
- Skill in typing, filing and research techniques.
- Skill in operating office equipment.
- Skill at accessing, inputting and retrieving information from a computer.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in an applicable field, or the functional equivalent, supplemented by five (5) years' experience issuing building permits, certificates of completion, certificates of occupancy, contractor license registrations or any acceptable related combination of relevant education, training and experience.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Notary Public
ICC Certification as Certified Building Permit Technician within six (6) months of hire or promotion.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate orally and through written means.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to enter data at a prescribed rate of speed.
- Ability to lift or carry weight regularly of 10 pounds and on occasion weight of up to 40 pounds.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

Revision History: New: 6/27/2023

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Building Official's Signature: 

Town Manager's Signature: 