

CITY OF BELLE GLADE

CLASS TITLE: BUILDING PERMIT CLERK I

GENERAL DESCRIPTION OF CLASS

The purpose of this class to provide highly responsible, diversified office administrative support for the permitting department; assist contractors, homeowners and others by providing routine and technical specialized duties related to the issuance of building permits; to provide technical information regarding routine building code requirements and ordinances; to assist the public with completing applications and other required forms; to track permit applications received as they proceed through inter-departmental processes; input permit information and data into software; and to perform other duties as required.

Direction is provided by the Deputy City Manager or functional supervision may be provided by higher level professional positions such as the Director of Planning and Community Redevelopment Services or Planning and Building Manager.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Provides information at by telephone and through correspondence in response to relatively routine questions regarding building ordinances and codes, building permit application process and procedures.
- Directs the public to various City departments for information necessary to apply for permits.
- Assists the public in completing building permit applications and other necessary forms.
- Reviews building permit applications for completeness.
- Accepts construction plans and plan documents for permit processing, and accurately calculates fees for plan check, building, plumbing, mechanical, electrical and energy permits.
- Accepts construction plans for appropriate departmental personnel to check; responsible for assuring that all inter-departmental public agencies, school district and State requirements have been met prior to issuance of permits.
- Issues permits after they have received the appropriate required inter- departmental review or the services of Building Official or Building Inspector.
- Verifies that workers' compensation and valid contractor's license is current and active.
- Sorts and routes permit application packages.
- Issues minor permits where professional evaluation is not required.
- Determines and collects fees for permits and other review and regulatory services.
- Performs routine office tasks such as typing, filing faxing, and copying.

- Proofreads and edits documents.
- Gathers information for entry into computer system; extracts information or reports as necessary.
- Processes incoming and outgoing mail; routes to appropriate person or office.
- Performs related duties as required.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT: Data are information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Requires gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.

PEOPLE INVOLVEMENT: People include coworkers, workers in other areas or agencies and the general public.

Requires giving information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to subordinate clerical staff or assistants.

INVOLVEMENT WITH THINGS: Things are inanimate objects such as substances, materials, machines, tools, equipment, work aids, and products. A thing is tangible and has shape, form, and other physical characteristics.

Requires handling or using machines, tools, or equipment requiring moderate instruction and experience such as computers, peripherals, software programs such as word processing, spreadsheets or custom applications, and may service office machines.

Must possess the ability to:

- Learn quickly and apply departmental policies and procedures affecting the acceptance and review of permit applications and be familiar with commonly used building codes and ordinances.
- Learn quickly and apply techniques of checking permit applications and plans for completeness.
- Perform basic mathematical computations quickly and accurately.
- Follow verbal and written instructions.
- Communicate effectively both verbally and in written form.
- Keep accurate records.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS: Reasoning requires consideration of factors and variables to derive solutions to problems.

Requires performing skilled work involving rules/systems with almost constant problem solving.

MATHEMATICAL REQUIREMENTS: Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Requires performing addition and subtraction, multiplication and division and/or calculating ratios, rates and percents.

LANGUAGE REQUIREMENTS: Language involves the ability to read, write, and speak.

Requires reading technical instructions, procedures manuals, and charts to solve practical problems; composing routine and specialized reports, forms, and business letters, with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS: Mental ability involves analysis, initiative, ingenuity, creativity, and concentration required by the job and the presence of any unusual pressures present in the job.

Requires performing specialized clerical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION: Vocational/Educational preparation includes job specific training and education that may be acquired in a school, work, military, institutional or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job. Nor does it include the amount of time that a worker spends to learn reasoning, language, and mathematical skills, which are often learned in school.

Requires High School Diploma or GED and formal training, special courses, or self-education equivalent to satisfactory completion of one year of college education or specialized advanced training in business, or a closely related field.

SPECIAL CERTIFICATIONS AND LICENSES: Special Certifications and Licenses refer to state, federal, or professional certifications or licenses required to enter or maintain the job.

Notary Public, Florida Driver's License and other certifications may be required by assigned department. Requires Pass the International Code Council (ICC) examination as a Building Permit Clerk I.

EXPERIENCE REQUIREMENTS: Experience refers to the amount of work experience that

is required for entry level into the position that would result in a reasonable expectation that the employee can perform the job. It may be experience that can be gained on the job or experience in a previous job.

Requires over one year and up to and including two years.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS: Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a regular and recurring basis, and sustained keyboard operations.

Mobility to work in a standard office setting and utilize standard office equipment including a computer; vision to read printed matter; hearing and speech to converse in person and over the telephone. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

ENVIRONMENTAL HAZARDS: Environmental hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job may risk exposure to dusts and pollen, fumes and/or noxious odors, traffic, disease/pathogens, and toxic/caustic chemicals.

SENSORY REQUIREMENTS: Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity, field of vision, hearing, and speaking.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS: Judgments and decisions refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Requires being responsible to guide others, requiring frequent decisions, affecting the individual, coworkers, and others whom depend on the service or product; work in a somewhat fluid

environment with rules and procedures but many variations from the routine.

ADA COMPLIANCE

The City of Belle Glade is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.