



PERMITS/PLANS PROCESSING ASSISTANT

Occupational Code: 2149

Salary Range: 24A

Status: Classified

FLSA: Non-Exempt

Established: 11/01

Revised: 3/02 5/02

NATURE OF WORK:

This is varied specialized administrative and technical work, performing diversified administrative and/or technical duties.

Employees in this position are responsible for working directly with the public explaining the permit application process, the plans review process, and providing general guidance to ensure that the entire permit process is completed in accordance with policies and procedures. Employees in this classification are required to have considerable knowledge of construction in order to assist customers in determining the specific permits needed for the job, construction cost and building square footage. Employees must be able to make sound decisions based on their initiatives and independent judgment.

ESSENTIAL FUNCTIONS: (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Provides information to customers and homeowners on procedures for obtaining permits.

Furnishes customers and homeowners with documents related to obtaining permits.

Reviews permit applications for information completeness, regulations compliance, construction costs and recommends appropriate job codes to the permit counter staff.

Acts as NET liaison in order to assist with permit requirements and/or information.

Provides information to the public regarding required steps to complete permitting process through project completion.

Assists the Plans Processing Specialist.

Receives and responds to information requests from various departments and outside agencies.

May be required to perform limited supervision.
Performs other related duties as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Considerable knowledge of the principles of management.

Considerable knowledge of the South Florida Building Code, Florida Building code, the Zoning Code, City Code and any other applicable building and construction related codes.

Considerable knowledge of the Construction Industry, particularly in the permitting process.

Ability to establish and maintain an effective working relationship with other employees and the general public.

Ability to use varied computer software: Word, Excel and Access.

Thorough verbal and written knowledge of English.

Ability to work effectively with the public.

Ability to speak effectively.

REQUIREMENTS:

Associate's degree in Architecture, Engineering, Construction, Business Administration, Public Administration or related field and some (6 months – 2 years) experience in the construction industry with primary responsibilities involving the permit processing function, preferably with experience in the public sector. Some (6 months – 2 years) supervisory experience is required.

Or

Licensed (see note) in any of the building trades areas (Plumbing, Electrical, Mechanical, Building or Elevator), and some (6 months – 2 years) experience in the construction industry with primary responsibilities involving the permit processing function, preferably with experience in the public sector. Some (6 months – 2 years) supervisory experience is required.

Or

Equivalent combination of training and experience beyond a high school diploma.

NOTE: Miami-Dade County licenses must be listed under Chapter 10 of Miami-Dade County, issued by proctored testing, including: General building contractor, sub-general building contractor, sub-building contractor, roofing contractor, general engineering contractor, specialty engineering contractor, and the electrical, plumbing and mechanical.

State of Florida Licenses or certification: General contractor, residential contractor, electrical, plumbing and mechanical contractors, elevator, and the inspector's series of building, mechanical, plumbing and electrical.

TOOLS AND EQUIPMENT:

Telephone, computer, copier, fax machine, calculator, other office equipment and a 2-way radio.

PHYSICAL DEMANDS: (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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in an office environment. Hand-eye coordination is necessary to operate a computer and other office equipment, as needed.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, use hand to finger, handle, feel, or operate objects. Occasionally, there is a need to reach and perform light to moderate (up to 14 lbs.) overhead lifting to place and retrieve reference material from bookshelf and to lift plans.

WORK ENVIRONMENT: (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in a temperature controlled office setting, mostly while seated at a modular workstation. The noise level is quiet.