



Job Vacancy

Class Title:	BUILDING PERMITS & INSPECTION COORDINATOR
Salary:	\$ 20.82 - \$31.23 (hourly)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB SUMMARY

Oversee the overall workflow and compliance of Building Permits and Inspections for construction and development projects from concept to completion. This position will work to provide comprehensive planning oversight within the city, along with performance of various administrative tasks, simple site plan review and coordination between city departments on community and economic development projects.

ESSENTIAL FUNCTIONS

Maintain a positive and cooperative working relationship with homeowners, property owners, business owners, contractors, architects, engineers and others while enforcing various codes and regulations with areas of responsibility.

Advise General Contractors and the public on construction permits.

Perform routine and technical duties, both at the counter and at the back office.

Schedule building inspections, follow-up on business license applications.

Accurately analyze complex issues in high pressure situations, make effective decisions and adopt effective courses of action.

Demonstrate positive and effective interaction and communication with individuals of diverse occupational and social-economic-ethnic backgrounds.

Meet schedules and timelines.

Maintain records and prepare reports.

Prepare and present clear and concise plans, reports and recommendations.

Work effectively on several projects concurrently.

Respond to inquiries, complaints, and requests for information in a professional manner. Communicates review comments for land development and building applications.

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Review developmental procedures, as well as ensure permits are issued for continuing compliance with applicable conditions.

Ensure compliance with and provide interpretations and exceptions for building code issues per City ordinances, policies, procedures, and accepted practices; and issue permits, certificates of occupancy, etc. as authorized by codes and regulations.

Plan, organize, manage, and perform the activities and functions of permitting, including customer service, routing of permit applications, workflow, and interdepartmental coordination with other departments' staff as necessary to ensure a predictable, efficient, and accurate review and issuance of permits and approvals in accordance with established policies and procedures.

Serve as technical expert and adviser regarding building codes and permitting activities and processes.

Maintain current knowledge, trends, developments, and best practices in delivery of building services; assess the effectiveness of operations; research, develop and implement new policies, procedures, processes, forms, etc. to respond to changing conditions or to increase efficiency, predictability, and customer satisfaction.

Maintain current knowledge of legal standards pertaining to building and permitting services; prepare revisions to related codes, ordinances, regulations, and standards as appropriate.

Manage administrative duties associated with new development, scheduling meetings, sending review comments, facilitating signoffs, and releasing permits.

Interprets, explains, and enforces City policies and procedures, building/land development codes, specifications, ordinances, etc.

Works in conjunction with other City departments to ensure cohesive application of city policies and ordinances.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma required, Associates or Bachelor preferred; supplemented by three years of progressively responsible experience in building, land use planning, zoning, and permitting; or any combination of education and experience which would provide the desired skills, knowledge, and ability to perform the job.

LICENSES AND CERTIFICATIONS

ICC Building Permit Tech Certificate (preferred)

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SKILLS AND ABILITIES

Working knowledge of at least one of the following:

Local planning, zoning, and development codes and municipal government procedures.
or

Codes, regulations, and laws relating to building standards, construction, and life safety provisions (i.e. plumbing, fire, mechanical, and energy).

Must have excellent verbal and written communication skills to effectively work and communicate persuasively and courteously with homeowners and contractors often under stressful or adversarial situations, as well as all levels of staff within and outside of the organization, including city council and planning board members.

Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and confidential information.

PHYSICAL DEMANDS

Tasks require the ability to exert light physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks involve extended periods of time at a keyboard or workstation.

WORK ENVIRONMENT

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, fumes, temperature and noise extremes, unsafe structures, heights, confined spaces, or rude/irate customers.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.