

Taylorville City

Job Description

Title: Inspection Coordinator/Permit Tech/Engineering Coordinator		Grade:
Department:	Building Department	Effective Date:
FLSA Status:	Non-exempt	Last Revised: 05/14/08

PRIMARY DUTY

Point of Contact for Building Department/Back up to Business License Department. Process Permit Applications. Process Inspections. Prepare Monthly Reports. Point of Contact for Engineering Department. Process Permit Applications. Process Engineering Inspections. Process Bonds.

SUPERVISION RECEIVED

Works under general supervision from the Building Official.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Point of Contact for Building Department/Back up to Business License Department

- o Answer Telephone Calls
- o Assist applicants at the counter
- o Process GRAMA request applications and gather information requested.

Process Permit Applications

- o Take in plans at the counter
- o Check plans out for completeness
- o Contact applicants to apprise them of permit application status
- o Stock Building Department Handouts and Information forms at the counter
- o Ensure that planning and zoning and GIS has reviewed and signed the permit application and plans

Process Inspections

- o Schedule inspections for the next day prior to 4:00 pm
- o Prepare daily inspection schedule prior to 5:00 pm
- o Prepare daily inspection histories for inspection request
- o Process power clearances from previous day
- o Process gas clearances from previous day
- o Manage permit files i.e. sorting, filling and organizing documents, closing out permits, scanning plans and files.
- o Stores plans in plan vault.

Prepare Monthly Reports

- o Send permit activity reports to the county recorder and contractors registry
- o Send permit activity reports to the State of Utah
- o Prepare monthly activity report for the Building Official and Community Development Director.
- o Prepare the monthly and yearly census reports

Point of Contact for Engineering Department

- o Answer telephone inquiries
- o Assist applicants at the counter
- o Process GRAMA request information and gather information

Process Permit Applications

- Take in plans at the counter
- Check plans out for corrections
- Process Excavations Permits
- Process Road Cut Permits
- Process applications for the 50/50 program.

Process Engineering Inspections

- Schedule inspections for the next day prior to 4:00 pm
- Prepare daily inspection log prior to 5:00 pm

Process Bonds

- Take in Bond applications
- Track Bond schedules
- Manage Bond files
- Process bond release requests

Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Minimum Criteria;

High school diploma.

Two (2) years of experience in the construction industry.

Two (2) or more years of experience as a inspection coordinator or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above.

Knowledge, Skills, and Abilities:

Must have a comprehensive understanding of building, plumbing, mechanical, fire and state codes. Construction terminology. Laws, regulations, and ordinances governing area of assignment. Operation of personal computer and various software programs.

Ability to work under pressure with interruptions and challenging deadlines. Obtain necessary certifications. Communicate effectively, both orally and in writing. Comprehend and apply technical information. Deal effectively with the customers. Physical ability to perform essential job functions.

2. Special Qualifications:

Must possess and maintain a current Permit Technician Certification, valid driver license.

Work Environment:

Incumbent of the position performs tasks that require variety of physical activities related to sitting, talking, hearing, and seeing. Driving, standing, walking, climbing, balancing, stooping, kneeling, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist, bending at the waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer. Climb ladders; enter crawl spaces, exertion of force. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Must be able to lift a minimum of 50 lbs.



DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I _____ have reviewed the job description. Date: _____