

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

**JOB TITLE: LEAD PERMIT SPECIALIST (Job Code 540).**

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### **GENERAL STATEMENT OF JOB**

Performs senior and/or lead-level customer service, clerical and technical work in the Building Department. Processes permit applications, ensures that building inspection reports are recorded, and maintains permitting records. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Reviews permits for accuracy; ensures approvals by all required disciplines and state and county agencies; assigns appropriate fees; issues Letters of Completion and Certificates of Occupancy.

Submits requests for plans, permits, and reports.

Monitors and re-routes plans in accordance with workload and schedules.

Prepares departmental reports and documents related to building and construction permits.

Prepares presentations for various projects and committees.

Responds to complaints and concerns of external and internal customers.

With the Office Manager, supervises front counter operations and staff, ensuring that projects are properly prioritized and expedited.

Updates applications and forms as state, county, and City codes change.

Works with IT to create and maintain an electronic permitting process that includes submittals, plans review, inspections, and recordation.

Conducts and assists with employee evaluations; establishes and trains employees on new and updated policies and procedures.

Assists the Office Manager in establishing procedures, and gives instructions related to the clerical functions of the department.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent; supplemented by three (3) or more years of clerical experience. ICC Certification as a permit technician is required within one (1) year of hire in this position. Must have advanced knowledge of the Florida Building Code and the Florida Accessibility Code. Must be proficient with the Microsoft Office Suite.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve some walking, standing, some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting and filing documents.

Manual Dexterity: Requires the ability to utilize a variety of modern equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors or shades of color depending on department of assignment.

Interpersonal Temperament: Requires the ability to deal with people from a variety of department in both the giving and receiving of instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the planning and building permit operation practices and procedures for the state, county, and other agencies.

Knowledge of departmental rules, regulations, procedures, and functions.

Knowledge of the Florida Building Code and the Florida Accessibility Code.

Skilled in the Microsoft Office Suite.

Skilled in providing good customer service.

Ability to multitask while working under tight deadlines and shifting priorities.

Ability to quickly and independently learn new software.

Ability to organize work for timely completion.

Ability to work with minimal supervision.

Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes.

Ability to clearly communicate and understand information in standard English, both orally and in writing.

Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Ability to regularly attend work and arrive punctually for designated work schedule.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date