

**BUILDING ASSISTANT  
111-8**

**GENERAL DESCRIPTION**

Advanced technical and administrative work responsible for all aspects of processing applications for various licenses and permits, and scheduling of building inspections. Work is performed under the general direction of the Development Services Director and with the Building Official.

**REPORTING RELATIONSHIPS**

Reports to: Development Services Director

**ESSENTIAL POSITION FUNCTIONS**

1. Accepts applications for various licenses and building permits. Reviews forms for accuracy; explains permit procedures, fees and determines missing documents; enters information into the computer.
2. Schedules building inspections and logs in inspection results in the computer.
3. Explains and answers questions for developers, contractors and home owners regarding application process for obtaining the permits, inspection process, conditions of Certificate of Occupancy and other procedures.
4. Assists the plan review process by maintaining phone contact with contractors and property owners, delivering plans for plan review, maintaining log of plans under review, and helping to coordinate the needed documents to complete the permitting process.
5. Compiles and routes permit information and paper work.
6. Issues permits after all reviews are complete.
7. Answers telephone.
8. Prepares reports and maintains records and files.
9. Accesses, inputs and retrieves information from a computer.
10. Operates a variety of general office equipment, such as personal computer, calculator, fax machine, copier, etc., with accuracy.
11. Prepares work orders for the Electric, Public Works, Water, and Wastewater Departments, as required.
12. Assists the Development Services Director with applications for Minor and Major Special Events and the Gateway Corridor/CBD Pilot Grant Program.
13. These essential job functions are not to be considered as a complete statement of all duties performed. Employees will be required to perform other job-related duties as necessary and consistent with the position.

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### **MINIMUM QUALIFICATIONS**

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

- Knowledge of the City Code and Florida Building Code, especially as related to land development regulations, zoning and permitting requirements.
- Knowledge of general office operations, procedures, organization, files, and records.
- Ability to exercise good judgment in applying Codes, requirements, policies and procedures.
- Ability to read an Engineer and Architect Scale.
- Ability to read maps, plans, construction drawings, surveys and other technical and graphic documents.
- Ability to use and operate office equipment, computer word-processing, spreadsheet and database programs.
- Ability to express information and ideas effectively, both in writing and orally.
- Ability to work independently with general supervision and direction.
- Ability to establish and maintain effective working relationships with City department heads, supervisors, contractors, builders, other employees and the general public.
- Ability to use Microsoft Word, Excel, and PowerPoint programs, as well as specialized Building Permit Software.

#### **EDUCATION AND EXPERIENCE**

High school graduation or equivalent. Requires minimum three (3) years technical experience in building, public planning, zoning or development field, or similar office operation. Any combination of training, education and experience that provides the necessary knowledge, skills, and abilities may be considered for the minimum qualifications.

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess valid Florida Drivers License.

#### **ESSENTIAL PHYSICAL SKILLS**

- Good vision (with or without correction).
- Good hearing (with or without correction).
- Ability to lift and/or move up to 25 pounds.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to access, input and retrieve information from a personal computer.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to communicate orally and in writing.

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- Driving
- Walking
- Bending

**ENVIRONMENTAL CONDITIONS**

- Works inside, and outside under various weather conditions.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Approval: Cynthia Hunter Approval: Shirley J. Jones  
Personnel City Manager

Council Approval Date: 9-17-13