

POSITION DESCRIPTION

Title: Hazard Mitigation Coordinator

Department: Building Inspection

Job Analysis: 11/1998, 08/2005, 09/2011, 05/2012, 10/2019, 06/2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Building Official, Deputy Building Official

Subordinate Staff: ~~Office Manager, Office Assistant IV~~ None

Internal Contacts: Members of Building Inspection Department, County Employees

External Contacts: Building Contractors, Architects, Surveyors, General Public

Status: ~~Classified/Non-Exempt (D)~~ Classified/Exempt (EC-7)

Job Summary

Administers Baldwin County Coastal Program, Baldwin County Hazard Mitigation Grant Program, processing grant applications for funds to elevate/acquire properties in the FEMA designated flood zones. Review and process ICC (Increased Cost of Compliance) letters for flood damaged properties. Damage Assessment Coordinator prepares Damage Assessment paperwork from the County and Municipalities for the EMA Director after a Hurricane event. ~~Assists Permit Administrator as needed. Supervises the Office Manager and Office Assistant IVs. Maintains inventory of supplies, Assistant to the Building Official.~~

Job Domain

A. Hazard Mitigation Grant Program

1. Receive applicant information (bids, survey, elevation certificate, TBM) to prepare application for Hazard Mitigation.
2. Send correspondence to several agencies for compliance in program, use USGS maps to indentify project area.
3. Run FEMA benefit cost module for cost effectiveness.
4. Compile information and forward to State EMA.
5. Document progress of approved projects, by photos and field work.
6. Coordinate with State Mitigation Officer on mitigation measures.

7. Attend closing for acquisitions purchased by County.
8. Assist FEMA in viewing current and proposed projects within Baldwin County.
9. Assist public with NFIP (National Flood Insurance Program) and FEMA information.
10. Maintain current FEMA FIRM maps
11. Attend workshops and/or conferences regarding Mitigation.

B. Coastal Program

1. Assist public with flood zone determinations.
2. Coordinate with Coastal Inspector on areas to monitor.
- ~~3.~~ Prepare monthly, quarterly and annual reports for ADEM and County Treasurer.
- ~~3.~~
- ~~4.~~ Assist public on compliance with coastal regulations.
- ~~4.~~

C. Managerial

- ~~1. Supervise OFFMGR in Foley office and OAIV in Fairhope Office.~~
- ~~2. Maintain office supply inventory.~~
1. Manages the Flood Damage Prevention Ordinance
2. Manages Hazardous/Unsafe/Nuisance Structure Reporting Program (established by Code of Alabama Section 11-19-1 through 24 and Section 41-9-165 through 166)
3. Assist public on all office related procedures, requirements, etc.
- ~~4. Maintains personnel vacation calendar, approves time cards.~~
- ~~5. Schedule meetings for the Baldwin County Building Code of Appeals, Baldwin County Flood Damage Prevention Ordinance Board of Adjustment, compile the minutes for each board meeting.~~
- ~~6. Schedule meetings and appointments for Building Official.~~
- 7.4. Assist Building Official, Deputy Building Official, Permit Administrator, and Building Inspectors as needed.
5. Prepare and figure plan review fees and building permit fees for large commercial projects.
6. Assumes duties of Permit Administrator when needed.
- 8.7. Assumes duties of Bookkeeper when needed.

D. Damage Assessment

1. Coordinate with local municipalities prior to storm season to establish procedures for reporting damage after a storm event.
2. Coordinate and outline areas with Tax Assessors office on areas to assess after the storm event.
3. Compile IA (Individual Assistance) and PA (Public Assistance) reports received from municipalities & unincorporated areas and report to FEMA.
4. Attend workshops and/or conferences that pertain to Damage Assessment.
5. Report all findings to the EMA Director.

E. Miscellaneous

- ~~1. Receive, open and sort incoming mail.~~
- ~~2.1.~~ Issue Building, Plumbing, Electrical and HVAC permits, when needed
- ~~3. Assist Courthouse Coordinator, as time allows.~~
2. Supply reports to Building Official as needed.

Knowledge, Skills, and Abilities

1. Skills to communicate effectively at all levels with all persons involved in the building trades.
2. Math skills to compute cost of permits.
3. Fluency in the English language, both written and verbal
4. Ability to speak with a clear, well-modulated voice and to use proper grammar.
5. Ability to quickly convey concise and accurate information.
6. Ability to respond to difficult situations with tact and diplomacy.
7. Ability to complete multiple tasks simultaneously.

Minimum Qualifications

1. Must have a valid driver's license.
2. Must be willing to travel throughout Baldwin County and on technical trips.
3. High School Diploma or GED required. College degree preferred.
4. Minimum two (2) years' experience in clerical, administrative, or secretarial field.
(Associates degree in business may substitute for one (1) year of experience.)
5. Must be registered as a Certified Permit Technician by the International Building Code Council at time of hire, or within 12 months of hire date.
6. Work experience in government desirable.
- ~~2.7.~~ Certified Floodplain Management (CFM) experience desirable.

POSITION DESCRIPTION

Title: ~~Office Manager~~Bookkeeper

Department: Building Inspection

Job Analysis: October 2019, June 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Building Official, Deputy Building Official, Permit Administrator~~Hazard Mitigation Coordinator~~

Subordinate Staff: None

Internal Contacts: Members of Building Inspection Department, County Employees

External Contacts: Building Contractors, Architects, Surveyors, General Public

Status: Classified/Non-Exempt (G)

Job Summary

Greet public, answers questions concerning construction, refers code questions to Building Inspectors, issues building, electrical, HVAC, plumbing permits, maintain filing system, perform file searches when needed.

Job Domain

A. Permitting

1. Issue all building, electrical, HVAC & plumbing permits, to licensed contractors.
2. Verify that contractors are state licensed, if not give appropriate information.
3. Make copy of building permits issued, for public review.
4. Maintain a running list of all permits issued for each month.
5. Maintain filing system, purge files and perform file searches when needed.
6. Schedule daily inspections.
7. Issue Certificate of Occupancies

B. Accounting

1. Maintain journal sheets on a daily basis.
2. Make sure journal sheets, permits and money collected all match.
3. Make bank deposits on a daily basis.

4. Compile month end permits, IR-OR report, all permit total should match.

~~4.~~

C. Bookkeeping

1. Responsible for all Monthly bookkeeping for department.
2. Responsible for compiling Monthly Reports for department

D. Flood Determinations

1. Provide flood determinations to the general public, a copy of each determination goes to Hazard Mitigation Coordinator for the CRS Program (Community Rating System).
2. Elevation Certificates when received for a job file, make sure all information is correct, make a copy and give to the Hazard Mitigation Coordinator for the CRS program.
3. Maintain and organize FEMA flood maps (FIRM's).

E. Miscellaneous

1. Use of a two-way radio system.
2. Able to type and use computer.
3. Greet and assist public with general construction questions.
4. Answer telephone.
5. Receive, open and sort incoming mail.
6. Assist Building Official, Deputy Building Official, Building Inspectors, ~~or~~ Hazard Mitigation Coordinator, or Permit Administrator, when needed.

~~Other Characteristics~~ Minimum Qualifications

1. Must have a valid Alabama driver's license.
2. Must be willing to travel throughout Baldwin County.
3. High School Diploma or GED required. College degree preferred.
4. Minimum two (2) years' experience in clerical, administrative, or secretarial field. (Associates degree in business may substitute for one (1) year of experience.)
5. Must be registered as a Certified Permit Technician by the International Building Code Council at time of hire, or within 12 months of hire date.
- ~~2-6.~~

POSITION DESCRIPTION

Title: Permit Administrator

Department: Building Inspection

Job Analysis: February 2020, [June 2020](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Building Official, Deputy Building Official

Subordinate Staff: ~~None~~ [Bookkeeper, Permit Technicians](#)

Internal Contacts: Members of Building Inspection Department, County Employees

External Contact: Building Contractors, Architects, Surveyors, General Public, Online Software Support Team

Status: Classified/Exempt (EC-~~67~~)

Job Summary

The Permit Administrator works with software developers to create and maintain online permitting/inspection software. Additionally, this position will continually administer the permitting software, work with other departments to integrate the permitting software, train all existing and new employees on the use of the software, work with public to utilize software. [Maintain inventory supplies, -and-](#) assist with Hazard Mitigation Coordinator duties, [-supervise the Bookkeeper and Permit Technicians, assistant to the Building Official.](#)

Job Domain

A. Permitting Software

1. Work with permit software company on design and implementation.
2. Create and design all permits and inspection reports for permit software.
3. Create reports for Building Official as needed.
4. Train all personnel to utilize permit software.

5. Coordinate with Planning Department to integrate online Permitting and Planning Modules.

B. Managerial

1. Supervise Bookkeeper in Bay Minette office and Permit Technicians in Foley and Fairhope offices.
2. Maintain office supply inventory.
3. Assist public on all office related procedures, requirements, etc.
4. Maintains personnel vacation calendar, approves timecards.
5. Schedule meetings for the Baldwin County Building Code of Appeals, Baldwin County Flood Damage Prevention Ordinance Board of Adjustment, compile the minutes for each board meeting.
6. Schedule meetings and appointments for Building Official.
7. Assist Building Official, Deputy Building Official, Hazard Mitigation **Coordinator**, and Building Inspectors as needed.
- 5.8. Prepare and figure plan review fees and building permit fees for large commercial projects.

B.C. Office Duties

1. Supply reports to Building Official as needed.
2. Supply reports for all department programs as needed (i.e. CRS, Coastal, Hazard Mitigation).
3. Set-up and maintain permitting kiosks at all 3 office locations for public use of online Permit Software.

C.D. Miscellaneous

1. Assist with Hazard Mitigation duties, when needed.
2. Issue building, plumbing, electrical and HVAC permits, when needed.
3. ~~Assist with Office Manager duties, when needed.~~
4. ~~Assist Building Inspectors, when needed.~~
- 5.3. Assist public with using online permit software and general questions

Knowledge, Skills, and Abilities

1. Skills to communicate effectively at all levels with all persons involved in the building trades.
2. Math skills to compute cost of permits.
3. Fluency in the English language, both written and verbal
4. Ability to speak with a clear, well-modulated voice and to use proper grammar.
5. Ability to quickly convey concise and accurate information.
6. Ability to respond to difficult situations with tact and diplomacy.

7. Ability to complete multiple tasks simultaneously.
8. Comprehensive skills in all Microsoft Office products as well as coding.

Minimum Qualifications

1. High School Diploma or GED required. College degree preferred.
2. Minimum two (2) years' experience in clerical, administrative, or secretarial field.
(Associates degree in business may substitute for one (1) year of experience.)
3. Extensive computer knowledge in Word, Excel, PowerPoint and coding.
4. Must be registered as a Certified Permit Technician by the International Building Code Council at time of hire, or within 12 months of hire date.
5. Work experience in government desirable.

POSITION DESCRIPTION

Title: ~~Office Assistant IV~~ Permit Technician I

Department: Building Inspection

Job Analysis: November 2011, October 2019, June 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Building Official, Deputy Building Official, Permit Administrator
~~Hazard Mitigation Coordinator~~

Subordinate Staff: None

Internal Contacts: Members of Building Inspection Department, County Employees

External Contacts: Building Contractors, Architects, Surveyors, General Public

Status: Classified/Non-Exempt (F)

Job Summary

Greet public, answers questions concerning construction, refers code questions to Building Inspectors, issues building, electrical, HVAC, plumbing permits, maintain filing system, perform file searches when needed.

Job Domain

A. Permitting

1. Issue all building, electrical, HVAC & plumbing permits, to licensed contractors.
2. Verify that contractors are state licensed, if not give appropriate information.
3. Make copy of building permits issued, for public review.
4. Maintain a running list of all permits issued for each month.
5. Maintain filing system, purge files and perform file searches when needed.
6. Schedule daily inspections.
7. Issue Certificate of Occupancies

B. Accounting

1. Maintain journal sheets on a daily basis.
2. Make sure journal sheets, permits and money collected all match.
3. Make bank deposits on a daily basis.

4. Compile month end permits, IR-OR report, all permit total should match.

~~4.~~

C. Flood Determinations

1. Provide flood determinations to the general public, a copy of each determination goes to ~~Office Administrator~~Hazard Mitigation Coordinator for the CRS Program (Community Rating System).
2. Elevation Certificates when received for a job file, make sure all information is correct, make a copy and give to the ~~Office Administrator~~Hazard Mitigation Coordinator for the CRS program.
3. Maintain and organize FEMA flood maps (FIRM's).

D. Miscellaneous

1. Use of a two-way radio system.
2. Able to type and use computer.
3. Greet and assist public with general construction questions.
4. Answer telephone.
5. Receive, open and sort incoming mail.
6. Assist Building Official, Deputy Building Official, Building Inspectors, Hazard Mitigation Coordinator, or Permit ~~or Office~~-Administrator, when needed.

Minimum Qualifications

1. Must have a valid driver's license.
2. Must be willing to travel throughout Baldwin County.
3. High School Diploma or GED required. College degree preferred.
4. Minimum two (2) years' experience in clerical, administrative, or secretarial field. (Associates degree in business may substitute for one (1) year of experience.)
5. Must be registered as a Certified Permit Technician by the International Building Code Council at time of hire, or within 12 months of hire date.

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