

POSITION DESCRIPTION

Title: Chief Permit Technician

Department: Building Inspection

Job Analysis: June 2021

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

Subordinate Staff: Bookkeeper, Permit Technicians

Internal Contacts: Members of Building Department, County Employees

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

Status: Classified/Non-Exempt (312)

Job Summary

The Chief Permit Technician will assist Building Official, Deputy Building Official, Hazard Mitigation Coordinator, and Permit Administrator in all daily duties; supervise subordinate staff; answer questions concerning permits and construction requirements; refer code questions to appropriate staff; issue building, electrical, mechanical/HVAC, plumbing permits; maintain filing system; perform file searches.

Job Domain

A. Permitting

1. Issue building, electrical, mechanical/HVAC, and 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 daily.

2. Make sure journal sheets, permits, and money collected all match.
3. Make bank deposits daily.
4. Compile month end permits, all permit totals should match.

C. 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).

D. Managerial

1. Supervise subordinate staff.
2. Maintain personnel vacation calendar, approve timecards.
3. Assist scheduling 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.
4. Assist public on all office related procedures, requirements, etc.
5. Prepare and figure plan review fees and building permit fees.

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, Hazard Mitigation Coordinator, or Permit 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.

POSITION DESCRIPTION

Title: Deputy Building Official

Department: Building Inspection

Job Analysis: Dec 1986, Nov 1998, Aug 2005, Sept 2011, Aug 2015, Aug 2019, June 2021

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 ~~Hazard Mitigation Coordinator~~

Subordinate Staff: Building Inspectors, Plans Examiner, Hazard Mitigation Coordinator, Permit Administrator, Chief Permit Technician, Bookkeeper, ~~None~~ Permit Technicians

Internal Contacts: Members of Building ~~Inspection~~ Department, County Commission, County Employees

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

Status: Classified/Exempt (S318)

Job Summary

Inspects buildings to ensure compliance with the International Building Codes and other building, construction codes, and ordinances. Compliance is ordered when deficiencies or infractions are discovered. Explains and interprets codes, ordinances, etc., as requested. In the event of the absence of the Building Official assumes all the responsibilities and permission to enforce codes, in accordance with the responsibilities of the Building Official and Deputy Building Official as defined in the International Building Codes. Supervises staff at their assigned office on a daily basis.

Job Domain

A. Site Inspections

1. Make inspections of old and new building structures, swimming pools, other structures to ensure that they meet approved plans, building, fire and other applicable codes and ordinances.
2. Require corrections to be made when deficiencies are discovered.
3. Assist builders and owners in determining how such corrections may be made to achieve code conformance.
4. Inspect old and dangerous structures which may be subject to condemnation especially for fire and safety hazards.
5. Check sites of demolished buildings for compliance to County requirements.

6. Make assigned inspections of a residence including foundation, roof, chimneys, floors, walls, etc., write detailed report of findings.
7. Notify owners and tenants of violations.
8. Inspect for life safety compliance and structural compliance.

B. Office Duties

1. Supervise subordinate staff in their assigned office.
2. Perform Personnel appraisals for Building Inspectors in their assigned office.
3. Operate permitting software.
4. Consult with and advise persons concerning construction matters.
5. Explain and interpret codes, specifications, trade publications, etc., as required.
6. Review and study building codes, revisions, directives, etc.

C. Plan Review & Evaluation

1. Review plans for compliance with electrical, mechanical, plumbing and building codes, as needed.
2. Must have ability and training to effectively administer flood regulations, approve elevation certificates and issue and approve Floodplain Development permits in flood prone areas.

D. Miscellaneous

1. Provide information on building requirements in the field and by telephone.
2. Perform area surveillance for unpermitted building construction.
3. Responsible for routine maintenance on county vehicle.
4. Make inspections on mobile homes including tie-down, electrical connection, sewer hookup, in compliance with applicable codes.
5. Inspect temporary electric installation for compliance with utility companies' requirement.

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 square footage, cost of permits, electrical, mechanical, plumbing requirements.
3. Skills to communicate effectively with general public and various government agencies.
4. Reading skills to understand building codes, construction reports, plans, blueprints, etc.
5. Good knowledge of all types of building construction materials and methods and stages of construction at which possible violations and defects may be most easily observed and corrected.
6. Good knowledge of International Building codes, local building codes and related laws and ordinances.
7. Ability to detect structural and other faults and to appraise for quality of construction and physical depreciation.
8. Ability to read and interpret plans and compare them with construction in progress.
9. Ability to determine inspection priorities when appropriate.
10. Ability to establish and maintain effective working relationships with builders, owners, contractors and public.
11. Ability to suggest modifications which will bring structures into code compliance.
12. Ability to work independently and to make decisions requiring technical discretion and judgment.

Other Characteristics

1. Must be willing to travel throughout the County and on technical trips.
2. Willing to work nonstandard hours as necessary.
3. Willing to travel out of County as needed.
4. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work area.

Minimum Requirements

1. Two (2) years trade school or college course work in the building and construction trades and/or considerable related experience.
2. Possess a valid driver's license.
3. Certified Building Official by ICC (International Code Council) at time of employment, or to be obtained within 18 months of hire date.
4. Certified as a Floodplain manager by the ASFPM (Association of Floodplain Managers) at time of employment, or to be obtained within 18 months of hire date.

POSITION DESCRIPTION

Title: Permit Administrator

Department: Building Inspection

Job Analysis: February 2020, June 2020, **June 2021**

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: 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 (~~S313~~ **S316**)

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, 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.
8. Prepare and figure plan review fees and building permit fees for large commercial projects.

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.

D. Miscellaneous

1. Assist with Hazard Mitigation duties, when needed.
2. Issue building, plumbing, electrical and HVAC permits, when needed.
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: Permit Technician I

Department: Building Inspection

Job Analysis: November 2011, October 2019, June 2020, **June 2021**

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Relationships

Reports to: Building Official, Deputy Building Official, Permit Administrator

Subordinate Staff: None

Internal Contacts: Members of Building Inspection Department, County Employees

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

Status: Classified/Non-Exempt (~~305~~**306**)

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.

C. 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).

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 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.