

**TOWN OF LADY LAKE  
JOB DESCRIPTION**

**JOB TITLE:** PERMITTING TECHNICIAN

**PAY GRADE:** 315 HE0/01

**DEPARTMENT:** GROWTH MANAGEMENT DEPARTMENT

**CLASSIFICATION:** NON-EXEMPT

**STATUS:** FULL-TIME

**DIRECT REPORT:** GROWTH MANAGEMENT DIRECTOR

**GENERAL DESCRIPTION:**

Responsible work under limited supervision oversees the issuance of building permits and collects and records payments required for such permits. Receives and responds to customer inquiries regarding the activities of the Building Division. Performs various duties in permitting, inspection, zoning, code enforcement and all related department services.

**ESSENTIAL JOB FUNCTIONS:**

1. Oversees the building permit process: Process applications, inputs data, issues computer generated building permits once plans processing is completed. Receives and records payments from contractors applying for building permits.
2. Greets customers, accepts building applications and reviews to verify completeness and appropriate signatures. Routes applications as appropriate.
3. Receives telephone inquiries regarding Building Services Division activities. Answers questions concerning building permits and costs; routes certain calls to building official; notifies applicants when permits have been processed.
4. 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.
5. Assists Building Official by maintaining phone contact with contractors and property owners.
6. Schedules inspections at the request of contractors who have applied for building permits, and coordinates inspection dispatches for inspector.
7. Researches certain permit information on computer at the request of departmental employees, contractors and property owners.
8. Organizes inspection results, reports and application information for each issued permit into numerically coded folders, and files each folder.
9. Issues Certificate of Occupancy after verifying completion of inspections and related paperwork.
10. Maintains contractor files and reviews contractor qualifications prior to permit issuance per F.S. 489.

**Essential Job Functions (Continued):**

11. Reviews minor plans & documents relating to building permit applications for compliance with codes and ordinances. Computes impervious surface ratios.
12. Accepts applications for sign permits. Reviews forms for accuracy and completeness; explains permitting procedures and fees. Routes applications as appropriate. Issues permits as approved.
13. Balances and deposits receipts daily, in cooperation with the Finance department.
14. Prepares monthly reports for accountability to the Town, county and state. Prepares special reports for Federal, State and Local agencies, maintains records. Computes impact fees and schedules.
15. Maintains filing system for Building Services Division.
16. Logs and archives department records.
17. May receive and/or document code violation complaints and explain code enforcement procedures.
18. Locates properties by legal descriptions on maps and blueprints.
19. Ensures compliance with zoning ordinances and Town codes.
20. Coordinates building permit issuance with Property Appraiser's office and furnishes various reports to the Home Builders Association, State of Florida, Lake County (GIS), and the Lake County Clerk of the Courts.
21. Checks property and legal descriptions against flood maps (FEMA).
22. Maintains FEMA maps, and Hunnicutt maps.
23. Interacts and communicates daily with various groups and individuals including Building Official, Planners, Finance department employees, contractors, and property owners.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

**MINIMUM QUALIFICATIONS:****KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of general office procedures.
- Knowledge of zoning requirements.
- Knowledge of general requirements of the Florida Building Code.
- Skill in typing, filing and research techniques.
- Skill in operating office equipment.
- Ability to access, input and retrieve information from a computer.
- Ability to organize work.

- Ability to make decisions within established laws and ordinances.

**MINIMUM QUALIFICATIONS:**

- Ability to interpret laws and ordinances in a consistent manner.
- Ability to work effectively with the public.
- Ability to communicate in writing and orally.
- Ability to work under pressure and meet deadlines.
- Ability to follow directions and follow through on designated tasks.
- Ability to use Engineering scales and compass.
- Proficient with computer and software use.

**EDUCATION AND EXPERIENCE:**

- High school diploma or General Education Degree (GED) equivalency.
- At least two years data entry or clerical experience to include some supervisory/leadership experience.
- At least two years experience in construction industry or Building Department operations, or any equivalent combination of education and experience that provides the required skills, knowledge and abilities.
- Must be skilled in data entry and customer relations.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Notary Public State of Florida
- Valid Florida Drivers License

**ESSENTIAL PHYSICAL SKILLS:**

- Ability to type at 40 words per minute accurately.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate with individuals in person and telephonically.
- Ability to view stationary display screen for extended periods of time.
- Ability to enter data at a prescribed rate of speed.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

[Reasonable accommodation will be made for otherwise qualified individuals with a disability.]

Acknowledged receipt of job description, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Signature: \_\_\_\_\_