



JOB TITLE	DEPARTMENT	REPORTS TO
Permit Specialist	Building Department	Building Code Official

Position No: 74099	Length of Work Year: 12 Months
Salary Schedule: V2J	Date Approved: 9/28/04
FSLA: Non-exempt	Date Revised:

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent with a minimum of three (3) years successful experience in construction administrative support. TABE test or one (1) year of successful college.
2. Ability to communicate with administrators, school board members, system staff and the general public.
3. Proficient in computer technology. Adept in office management practices and procedures.
4. Capable of making decisions acknowledging established procedures and practices and handling routine administrative details independently.
5. Excellent communication skills in both written and oral form.
6. Familiarity with construction plans, education specifications and construction contracts.
7. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To manage the operations of the Building Code Official's office, relieving him or her of overseeing office practices and operational matters.
2. To support building code official and inspectors in scheduling necessary meetings.
3. To prepare and issue approved building permits for construction.
4. To research and file insurance and license requirements for contractors.
5. To maintain and file all project information.
6. To prepare, verify and transmit DOE (Department of Education) documents related to construction projects.
7. To correspond with Department of Education and Department of Community Affairs regarding facility reports and inspections.
8. To liaison with the Department of Community Affairs (DCA) throughout the year to record all inspections for fire standards and structural stability of all modular units maintained by the district and to register all such units as required.
9. To provide assistance and clerical support to the Building Code Official in cooperating with county Emergency Operations regarding school-district facilities used as shelters during hurricanes and other disasters.
10. To serve as liaison for the Building Code Official between board members, district staff, schools, contractors, media and community.
11. To receive all incoming inter-departmental and U.S. mail, open, evaluate, prioritize, copy and disseminate mail.
12. To prepare purchase orders, direct payment requests, printing and requisitions for warehouse stock.
13. To monitor the submission of necessary records such as leave requests as assigned by the Building Code Administrator.
14. To perform assigned tasks in a timely and efficient manner.
15. To perform assigned tasks with a high standard of quality.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.