



Town of Lake Hamilton

100 Smith Avenue - P.O. Box 126

Lake Hamilton, Florida 33851

(863) 439-1910

www.townoflakehamilton.com

Permit Technician

Position: Permit Technician
Department: Building Department
Hourly Range: \$17.00 - \$23.80
Full-time: Non-Exempt
Hours: Mondays – Fridays, 8:00 a.m. to 5:00 p.m.
Location: Lake Hamilton Town Hall
Deadline: Open until filled

Individuals interested in the position should submit the Town of Lake Hamilton, Employment Application and resume to the Town Administrator's Office, P.O. Box 126, Lake Hamilton, Florida 33851. Employment application can also be completed online at www.townoflakehamilton.com/jobs

The Town of Lake Hamilton is a Drug-Free Workplace and an Equal Employment Opportunity Employer.

SUMMARY:

The purpose of the position is to assist citizens and contractors with the processes of application, review, and approval for building permits and inspections enforcing compliance with established Town and State building and safety codes. This position is responsible for administrative/clerical work in relation to regulatory standards, inspection activities, and permitting and licensing functions for building construction throughout the Town. This position may also serve as the Town Hall receptionist.

ESSENTIAL FUNCTIONS:

- Duties may include, but are limited to, the following. The omission of an essential work task does not preclude management from assigning duties or tasks not listed if such functions are a logical assignment to the position.
- Receives, evaluates, and processes private and commercial customer service requests, through friendly, professional customer service skills, ascertains the needs of the customer, and provides appropriate assistance and information.
- Collaborates with customers and inspectors to schedule inspections, document construction and project status, and issue the appropriate documentation with compliance to established building codes and regulations.
- Coordinates commercial and private inspections and notifies appropriate work units; collaborates with building and code enforcement on permitting issues.
- Performs data entry tasks and issues the appropriate documentation with compliance to established building codes and regulations; authorizes and documents permits.

- Performs both routine and non-routine administrative duties, as dictated by the nature of the task, e.g., data entry, records maintenance, filing, basic calculations, generate reports.
- Receives telephone inquiries from the public and business community, ascertains the nature of the call, and resolves personally or directs it to the appropriate individual or department.
- Updates and maintains contractor registration files for current state and local licensing and insurance requirements; generates notices of insurance expiration.
- Updates and maintains building permit files to determine expiration status and, sends notices to applicants regarding the permit status.
- Schedules inspections related to building permits and updates and maintains inspection records to notify applicants of inspection status.
- Prepares the monthly report of building permit data.
- Provides the public and departmental requests with resources and interpretation of the various codes for which the division is responsible for enforcing, research, and reviews complaints.
- Maintains open communication with various departments, management, utility and private companies, Property Appraisers, emergency services, and the public for the dissemination of information.
- Performs related duties as directed.

REQUIREMENTS AND QUALIFICATIONS:

- High School Diploma or GED is required.
- A minimum of two (2) years of responsible clerical, secretarial, or customer service experience is preferred.
- Any equivalent combination of the above education, certification, training and/or experience.
- Must be proficient in MS Office, including Excel, Adobe Acrobat and be comfortable with learning new technologies.
- Must possess and maintain a valid Florida driver's license.
- Must be a Notary Public or become one within three (3) months of hire.
- Must be an ICC certified Permit Technician, or successfully obtain certification within twelve (12) months of hire.
- Previous experience in municipal permitting preferred.
- Ability to speak Spanish is preferred.

SPECIAL CONSIDERATIONS:

Certain essential town services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

Residency

The Town of Lake Hamilton has no residency requirement but is preferred.