

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: **Engineering Permit Technician**
DEPARTMENT: **Utilities & Engineering**
FLSA STATUS: **Non-exempt**

GENERAL PURPOSE:

Performs entry-level clerical work and office support work by providing assistance to engineers, contractors, builders, owners, and residents regarding project coordination of all ongoing engineering projects from beginning phases to close out. Handles engineering records and submittals. Work is performed under general supervision with limited latitude. Position exercises some judgment in accordance with well-defined policies, procedures, and techniques.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responsible for customer service requests at the front counter; assists with incoming inspection requests called in by contractors
- Maintains contractors files
- Records research for public information requests
- Copies and scans documents; maintains office equipment
- Assists the public and contractors regarding any questions on procedures relating to the requirements for obtaining permits
- Collects payments for engineering permits after verifying amounts
- Coordinates permit issuance with others where applicable
- Creates files for permits; maintains active permit files
- Ensures smooth processes and efficient routing of permits, water meters, bond materials, etc.
- Files inspection reports
- Issues permits, takes in re-inspection fees, and enters contractor's insurance and license data
- Prepares files for each permit including all accompanying data for permit files
- Processes bonds and their renewals and releases; creates and maintains bond files
- Processes permit routing sheets and sends to all required departments for review and fee calculations
- Receives and checks permit applications; ensures that all pertinent information is submitted properly for plan review

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- Schedules daily field inspections for the engineering division per permit requirements/contractor's requests
- Assists the public and contractors regarding any questions on procedures relating to the requirements for obtaining engineering permits
- Covers front desk/receptionist duties as needed
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by one (1) year of experience in clerical and permit issuance, preferably construction related; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a valid Florida driver license, Class E.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of general clerical skills, engineering permitting, and project coordination
- Intermediate knowledge of Microsoft Office products (Word, Excel, and Outlook) and design and GIS software
- Skill in providing good customer service
- Ability to conform with and follow departmental rules, regulations, procedures and functions
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to communicate effectively with customers via email, fax, letter writing, or phone
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or

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chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date