



# Village of Indiantown

## Career Opportunity Permit Technician (P/T)

\$ 17.00 - \$22.00 per Hour

Part-time, Non-Exempt Position

(HOURS: Tuesdays 8:30 a.m. – 12:30 p.m. &

Thursdays & Fridays 9:00 a.m. – 5:00 p.m.)

**Submission Deadline: November 1, 2019, at 4:00 p.m.**

Indiantown is a rural community in Florida's Treasure Coast first established in the early 1900's, then incorporated in 2017 as the newest local government in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and its potential for community building and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Because our staff is small, we're called upon to apply versatile talents and skills across many disciplines making our daily work very challenging and dynamic.

### **POSITION 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 Village and State building and safety codes. Employee is responsible for administrative/clerical work in relation to regulatory standards, inspection activities, and permitting and licensing functions for building construction throughout the Village. This position also serves as the Village Hall receptionist.

### **SUPERVISION AND EVALUATION**

Under joint supervision of the Village Manager and the Community & Economic Development Director, performance is evaluated by observing results obtained, adherence to policies and procedures, work in progress, written reports and management of diverse and fast-paced tasks and priorities.

### **ESSENTIAL DUTIES**

*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.
- Provides the public and departmental requests with resources and interpretation of the various codes for which the division is responsible for enforcing; researches 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.

### **APPLICATION AND DEADLINE**

A typed resume and cover letter, not to exceed three (3) pages collectively, must be received by **November 1, 2019 at 4:00 p.m.** Professional references are optional at the time of application; however, may be requested if the candidate is invited to an in-person interview. If you chose to submit references, please limit them to one (1) page. They will not count against your cover letter/resume three (3) page limit.

An **original, signed** version of the cover letter, with the candidate's legal signature on it, may be hand-delivered to the Office of the Village Clerk at 16550 SW Warfield Blvd, Indiantown, FL 34956 on Tuesdays between 8:30 a.m. and 12:30 p.m. and Thursdays and Fridays between 9:00 a.m. and 5:00 p.m.

Applicants may also e-mail their submissions to [aosterman@indiantownfl.gov](mailto:aosterman@indiantownfl.gov). If a candidate chooses to do so, the cover letter with an original, legal signature shall include the statement: *"I certify all information contained in the application cover letter and resume are true and accurate."*

All applicants certify the complete accuracy of all information provided, to the best of their knowledge, and are subject to background checks, proof of educational degree(s), certification(s), and may be asked for professional references.

Each successful candidate shall be subject to a probationary period of six (6) months.

### **MINIMUM QUALIFICATIONS**

Preferred candidates will have a combination of experience, education, and/or training that would likely produce the knowledge, skills and abilities required to perform the necessary work.

EDUCATION: A High School Diploma or GED is required.

EXPERIENCE: A minimum of two (2) years of responsible clerical, secretarial, or customer service experience. Must be proficient in MS Office Suite, including Outlook, Adobe Acrobat and comfortable with learning new technologies. Previous experience in municipal permitting preferred, but not required.

LICENSURE, CERTIFICATION, REGISTRATION OR SPECIAL SKILLS: A valid State of Florida driver's license is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis. Must be a Notary Public or be able to become one within six (6) months.

VALIDATION AND BACKGROUND: Applicants certify the complete accuracy of all information provided, are subject to background checks, proof of educational degree(s) and certification(s) and may be asked for professional references.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow written and oral instructions.
- Ability to perform routine administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.
- Ability to learn all functions relevant to the processing and approval of building construction permits, e.g., plans review, licensing, permitting, and inspections.
- Ability to compose routine correspondence, summaries and reports in a clear and concise manner.
- Ability to read, update and maintain various records and files.
- Ability to perform routine mathematical computations and tabulations accurately and efficiently.
- Skill in the principles and techniques of customer service skills; ability to act as a liaison.
- Ability to access, operate and maintain various software applications.
- Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to establish and maintain effective working relations with departmental personnel, inspectors, and the public.

## **WORK ENVIRONMENT (PHYSICAL AND MENTAL)**

ENVIRONMENT: Work is mostly performed in an indoor temperature-controlled office environment with typical office noise; but occasionally requires travel to other locations. Subject to contact with the public, sometimes voicing objections or complaints.

EMOTIONAL/PSYCHOLOGICAL: Frequent concentration; public contact; occasional work alone.

MOBILITY AND LIFTING: Frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Occasional lifting up to 25 pounds.

DEXTERITY: Frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching.

VISION: constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; frequent use of depth perception and peripheral vision.

HEARING/TALKING: Frequent hearing/talking to others on the telephone and in person; occasional need to hear faint and/or loud sounds

## **COMPENSATION AND BENEFITS**

The starting salary is normally at the minimum end of the salary range; however, it can be adjusted at the Village Manager's discretion depending on qualifications.

The Village participates in the Federal Social Security program.

*Posted: October 8, 2019*