



CITY OF ALACHUA

JOB DESCRIPTION

BUILDING ASSISTANT I

DEPARTMENT: Planning and Community Development

REPORTS TO: Building Official

SUPERVISES: None

FLSA: Non-exempt

GENERAL DESCRIPTION:

Technical and clerical work responsible for all aspects of processing applications for building permits and various licenses and coordinating the activities of the Building Official (Inspector). Work is performed under the general direction of the Building Official.

ESSENTIAL JOB FUNCTIONS:

1. Answers citizen questions over the telephone and at the counter, assists contractors, developers and property owners in obtaining necessary information to complete applications.
2. Coordinates the activities of the Building Officials.
3. Accepts applications for various licenses and building permits. Reviews forms for accuracy; explains permit procedures, fees and determines missing documents
4. Collects permit fees, issues receipts and prepare bank deposits.
5. Coordinates flow of permits between departments for required approval
6. Writes up inspections and schedules inspections.
7. Provides addresses for City residents to the County 911 Office.
8. Explains and answers questions for developers, contractors and home owners regarding application process for obtaining the permits, inspection process, conditions of C.O. and other procedures.
9. Compiles and routes permit information and paper work.
10. Prepares reports and maintains records and files.
11. Accesses, inputs and retrieves information from a computer.
12. Processes local business tax applications and maintains files.
13. Performs other related duties as assigned.

(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, ABILITIES AND SKILLS

Knowledge of general office procedures. Knowledge of the various building construction and City Codes. Knowledge of construction terminology and documents. Knowledge of building permit process. Knowledge of the uses of a computer and equipment. Ability to work effectively with various people. Ability to communicate in writing and orally. Ability to work under pressure and meet deadlines. Ability to coordinate the activities of the inspection personnel. Ability to follow directions. Ability to follow through on designated tasks. Ability to access, input and retrieve information from a computer. Skill in typing, filing and research techniques. Skill in operating office equipment.

EDUCATION AND EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma. Two (2) years experience in responsible office work, construction related work preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Valid Florida Drivers License.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to type at 45 words per minute accurately.
Ability to access file cabinets for filing and retrieval of data.
Ability to communicate both orally and in writing.
Ability to sit at a desk and view a 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 accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature