

Classification Summary: The Permit Coordinator serves as a customer and staff resource to accept and initially review all building and construction documents, primarily involving commercial projects, for the City Building Department. This position helps customers by answering questions about the building permit process, providing explanations of necessary plan submittal requirements, code requirements and departmental procedures, and accepting documents and performing their initial review to verify completeness and accuracy. This class is differentiated from the Permit Technician positions by requiring more technical knowledge of construction experience for commercial applications and requires two International Code Council (ICC) Certifications. The job requires careful attention to detail, efficiency in an atmosphere of frequent interruptions, excellent customer service skills and record maintenance. Customer contact is frequent with applicants, developers, contractors, architects and others in the construction field. Acceptable qualifications include high school graduation with an Associate's Degree or supplemental education in building construction, engineering, architecture or related field preferred. An ICC Permit Technician Certification and Permit Code Specialist Certification is required or one of the following certifications, ICC Residential Building Inspector, Residential Plans Examiner, Commercial Building Inspector or Commercial Plans Examiner. The position reports directly to the Building Official, although work is carried out independently within standard policies, regulations, ordinances and department procedures. The position works primarily in a general office environment.

Wages & Benefits: Starting hourly wage \$19.39, eligible for a five percent increase after 12 months of service with standard or above evaluations. The position is supplemented by a generous benefit package ([summary of benefits](#)) and Membership in Public Employee Retirement System of Idaho (State Retirement) is required.

Acceptable Experience & Training:

- High school diploma or GED with an Associate's Degree and supplemental education in building construction, engineering, architecture or related field preferred;
- Requires ICC Permit Technician Certification and Permit Code Specialist Certification OR one of the following certifications;
- ICC Residential Building Inspector, Residential Plans Examiner, Commercial Building Inspector or Commercial Plans Examiner; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

Essential Duties & Responsibilities (*illustrative only and may vary by assignment*)

- Performs technical review of residential and commercial plans to ensure completeness and minimum standards for acceptance into the City plan review process;
- Meets with customers to explain applicable codes and expedite the plans review process through various departments (or through coordination with all city departments);
- Provides preliminary review and accepts plans and applications for various types of building projects, both residential and commercial;
- Provides explanations of necessary plan submittal requirements, code requirements and departmental procedures;
- Processes, approves, and issues building, plumbing, mechanical and other related permits;
- Assigns addresses for residential and commercial buildings;
- Performs effective and efficient customer service duties;
- Monitors application disposition through computerized tracking system; generates activity reports; prepares information packets on project progress as needed;

- Reviews and accepts applications for project review and schedules meetings with developers, contractors, architects, administrators, inspectors, planners and other agencies;
- Acts as the facilitator for project review and records meetings; ensures the record of meetings is maintained in the archives;
- Schedules with a high level of accuracy inspections for building, mechanical and plumbing in a timely manner to adhere with department procedures;
- Accepts and processes Public Information Requests includes performing research, compiling information and determining code violations and items of environmental concern; drafts correspondence for the building office that outlines the result of the research of items listed;
- Manages correspondence, generates reports, charts, graphs and maintains accurate files to ensure that public records are maintained according to the City's records retention schedule;
- Creates and modifies various informational pamphlets, applications, handouts, and brochures for internal and external use;
- Deals with media contacts regarding permit and project information;
- Communicates daily with inspectors while in the field to verify un-permitted work and create critical notices in the database to document stop work notices; tracks and processes inspect fees;
- Verifies that final inspections are completed in preparation of issuing temporary and final Certificates of Occupancy or Certificates of Completion; prepares bond agreements and accepts bond securities;
- Tracks expiring dates of permits and Temporary Certificates of Occupancy and coordinates with contractors to obtain final inspections;
- Prepares documentation and manual checks to refund security when project is completed;
- Compiles budget information and related data to assist with budget preparation;
- Takes customer complaints of safety or code violations;
- Maintains various permit documents, electronic and paper records and updates permit files;
- Performs a variety of mathematical calculations to determine fees and estimate costs;
- Responds to management's, supervisor's, co-workers' and citizens' questions and comments in a courteous, thorough and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Recommends methods and procedures to enhance and expedite the review process;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Maintains strict confidentiality of all matters;
- Assists other department and City employees as needed or requested;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Secondary Duties & Responsibilities:

- Attends regular training to obtain and maintain current certification for International Code Council ;
- Performs other duties as assigned.

Classification Requirements:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Principles, practices and terminology associated with the construction application and permit process;
- Building, planning and zoning codes;
- City licensing and state contractor registration requirements and processes;

- Recordkeeping and filing practices and procedures;
- Customer Service techniques and procedures;
- Operation of a personal computer and job-related software applications and other modern office equipment;

Skill and Ability to:

- Learn and apply city-adopted construction codes, state and local regulations and ordinances regarding commercial and residential building codes to ensure applications are complete;
- Interpret and effectively review residential and commercial building plans;
- Communicate technical processes and procedures associated with the construction application and permitting process;
- Display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations;
- Assist the public in a professional and courteous manner in stressful and emotional situations;
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports;
- Use English and speak clearly for understanding;
- Perform duties to supervisor's expectations;
- Follow verbal and written instructions;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

Physical Demands & Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, bend, use hands to manipulate a computer keyboard and make and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds in a general office environment. Specific vision abilities required by this classification include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone. While performing the duties of this classification, the employee works in a public building setting where the noise level in the work environment is usually moderate.

Application Procedure: Applicants meeting the qualification requirements are invited to submit a completed City of Coeur d'Alene Employment Application and Resume to the Human Resources Office, City Hall, 710 Mullan Avenue, Coeur d'Alene, ID 83814. Application deadline is **Friday, December 28, 2018 at 5:00p.m.** Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

The City of Coeur d'Alene is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.