

# **BUILDING PERMITS COORDINATOR**

**Department: Planning and Development**

**Classification: Competitive**

**Specification Number: 3285**

**Approved: 10/5/21**

**Revised: By JG**

## **MINIMUM QUALIFICATION**

### ***OPEN-COMPETITIVE***

**Either:**

a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree in Engineering, Planning or a related field and three (3) years of experience in the review and/or processing of building permit applications for an issuing authority, or as a building construction contractor responsible for the coordination of the application process; or,

b) Graduation from a standard senior high school or possession of a high school equivalency diploma and seven (7) years of experience in the review and/or processing of building permit applications for an issuing authority, or as a building construction contractor responsible for the coordination of the application process; or,

Experience on a year-for-year basis up to a maximum of two (2) years.

c) An equivalent combination of education and experience as defined by the limits or a) and b).

**NOTE:** Education beyond high school in areas other than specified in a) may be substituted for experience on a year-for-year basis up to a maximum of two (2) years

## **NECESSARY SPECIAL REQUIREMENT**

All employees hired after January 1, 1985 must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training programs must be attended as scheduled.

## **DISTINGUISHING FEATURES OF THE CLASS**

Under general direction, an employee in this class coordinates the review and approval of all types of Building Permits issued by a municipality. The incumbent acts as a liaison with other governmental agencies which review permits and develop regulations that may affect the use of property. Supervision may be exercised over clerical personnel, Building Plans Examiners or Zoning, Ordinance and/or Building Inspectors. Work is subject to review by an administrative supervisor. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Coordinates the review and approval of all Building Permit applications for completeness and compliance with the Building Code, Town Sanitary Regulations, Town Planning and Zoning decisions, Deed Covenants and Restrictions and other property-development requirements;

Determines the appropriate amount and collects payment of fees for various Building Permits;

Issues Building Permits on behalf of the Department Head;

Prepares denials for applications to the Zoning Board of Appeals;

Prepares permit activity reports for the Department Head and advises on development trends which may result in changes to permit-issuing procedures.

## **KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

**Comprehensive knowledge of Building Permit requirements and the reasons for them; comprehensive knowledge of relevant laws, rules, ordinances and regulations affecting a municipality; thorough knowledge of practices and procedures necessary for the enforcement of codes and regulations governing the building, planning and zoning within a municipality; ability to use computers, prepare reports and keep an accurate record-keeping system; ability to effectively communicate with the staff, the public, licensed professionals, contractors and government representatives both orally and in writing; ability to understand property surveys, site plans and construction drawings; ability to express oneself clearly and concisely, both orally and in writing; ability to supervise technical and clerical employees in a manner which results in efficient and accurate performance; physical condition commensurate with the demands of the position.**