

Construction Services Permit Coordinator II

SUMMARY/PURPOSE

To perform professional and technical work to provide information to the public, outside agency representatives and City staff in regard to laws, codes, ordinances, and requirements that apply to the construction and use of structures and land use. This position provides consultation related to zoning, building and engineering rules and procedures, and provides front-line customer service for the development process. This position also reviews applications and documents related to Minnesota residential building code; typical applications reviewed under the residential building code will include decks, garages, and additions to existing single-family homes.

DISTINGUISHING FEATURES OF THE CLASS

Employees in this class work independently with considerable latitude to make decisions when applying rules, regulations, policies, and procedures. Employees in this class have extensive knowledge of multiple departments' work focus (planning, construction services, fire prevention, parking, engineering, rental housing) in order to direct citizens to the correct staff for the service needed. Employees at this level are required to be fully trained and proficient in all procedures related to the assigned area of responsibility, and to have a broad and detailed understanding of the position's roles and responsibilities.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as primary point of contact to provide information related to construction, development, and use of land in the City, including building, zoning, and Uniform Development Code administration, planning division policies and procedures, and engineering policies and procedures.
2. Review construction documents related to the Minnesota Residential Code for the construction of decks, garages, and additions to single family homes (such as site, civil, architectural, and structural plans, geotechnical reports, specifications, and calculations) prepared by architects, engineers, contractors, and owners to ensure compliance with building codes, ordinances, statutes, and life safety regulations.
3. Identify aspects of residential plans that do not comply with the required codes and standards, and communicate code requirements to architects, engineers, contractors, and owners for correction.
4. Provide courteous, effective, and high-quality service to the public by personally responding to requests for service or making appropriate referrals.
5. Provide information and assistance relating to the processing of various building and land use permits to members of the public and City staff, providing explanation of code requirements, City policies, and procedures that pertain to submitted plans and proposals.
6. Use GIS, permitting software, paper, microfilm, and other digital records to respond to questions, research property histories, and review plans and proposals.
7. Research and respond to inquiries and complaints using manual and electronic records.
8. Compile informational handouts answering commonly asked questions.
9. Communicate with applicants through permitting process orally and in writing.
10. Determine all necessary permits and applicable processes for proposed construction and land use.
11. Conduct preliminary reviews of plans for initial intake purposes, and determine if plans comply with applicable codes, ordinances, and regulations; present plans to other staff for detailed review.

12. Review assigned types of site, erosion control, and construction for minor residential projects such as garages and decks, plans, and approve when appropriate.
13. Coordinate the review of permits and plans for compliance with state and city requirements, and process and issue permits.
14. Work with others to improve processes and practices to improve service and efficiency.
15. Verify that applicants are licensed and bonded as required.
16. Act as review process project manager, coordinating with multiple City departments, applicants, and construction and design teams to obtain approval of plans and permits.
17. Attend preliminary project meetings, and assist project owners from start to completion of development projects.
18. Attend zoning pre-application meetings with architects, engineers, developers, and others to discuss projects in the preliminary zoning application phase and provide preliminary feedback as appropriate.
19. Assist with public outreach in the form of targeted events that serve to educate design professionals, contractors, and/or the general public about various building code topics, as well as permitting and review processes geared towards facilitating successful building projects.
20. Calculate and collect fees.
21. Maintain positive relationships with contractors, design professionals, homeowners, and others even in contentious situations.
22. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
23. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Associate's Degree in architectural drafting, building inspection technology, construction management, building trades, or civil engineering technology, or a related professional field, and two (2) years of related professional experience; OR a minimum of four (4) years of related education and/or verifiable professional administration of the building code as a field inspector, plans examiner, or permit technician, or engineering field experience.
2. License Requirements
 - A. Must have and maintain certification as an International Code Council Certified Permit Technician.
 - B. Must have and maintain certification through Minnesota Pollution Control Agency as an erosion and storm water control Construction Installer.
3. Knowledge Requirements
 - A. Extensive knowledge of applicable building codes, ordinances, statutes, and City policies.
 - B. Knowledge of architectural principles, zoning, and building construction.
 - C. Knowledge of Geographic Information Systems (GIS) and use of computers.
 - D. Knowledge of basic principles, methods, equipment, and materials used in construction of streets, sidewalks, water and gas mains, sanitary and storm sewers, and various public works structures.
 - E. Knowledge of contractor and design professional licensing regulations.
 - F. Knowledge of basic technical engineering principles and practices.
 - G. Knowledge of the principles of drafting.
 - H. Knowledge of the principles of technical writing.
 - I. Knowledge of problem-solving and conflict-resolution techniques.
 - J. Knowledge of applicable safety requirements.

- K. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
- A. Skill in reading and interpreting legal descriptions, building plans, specifications, codes, and ordinances.
 - B. Skill in properly applying building codes and ordinances.
 - C. Skill in maintaining records and files, both paper and electronic.
 - D. Skill in providing excellent customer service.
 - E. Skill in using GIS for research and creation of maps.
 - F. Skill in researching and interpreting laws, rules, and regulations, legal documents, legal descriptions, maps, architectural and civil drawings, and building plans.
 - G. Skill in assessing the customer's immediate needs and ensuring customer's receipt of needed services through personal service or making appropriate referral.
 - H. Skill in providing effective consultation and advice to land or property owners, engineers, architects, builders, and the general public on code and regulatory practices compliance.
 - I. Skill in reviewing plans for compliance with applicable regulations.
 - J. Skill in project management.
 - K. Skill in communicating effectively with the public, coworkers, and other City work groups.
 - L. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - M. Skill in managing one's own time.
 - N. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
- A. Ability to apply complex technical regulations to details of construction to determine compliance.
 - B. Ability to pay close attention to detail when researching or collecting data and information, and when reviewing plans, maps, drawings, specifications, and other related documents pertaining to land use, use of structures, and construction.
 - C. Ability to read, understand, interpret, and apply zoning and land use regulations, planning concepts, and instruction manuals.
 - D. Ability to understand legal descriptions, building and civil plans, codes, and ordinances.
 - E. Ability to exercise independent judgment and to take responsibility for one's actions.
 - F. Ability to understand and follow verbal and written instructions.
 - G. Ability to provide prompt, efficient, and responsive service.
 - H. Ability to analyze and project consequences of decisions and/or recommendations.
 - I. Ability to use GIS, permitting software, and other applications.
 - J. Ability to operate architectural and engineering scales and to perform accurate mathematical calculations.
 - K. Ability to provide a high standard of public service in the form of clear, consistent, and timely communication with the public, contractors, architects, engineers, and others in the community.
 - L. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - M. Ability to communicate and interact effectively with members of the public.
 - N. Ability to communicate effectively both orally and in writing.
 - O. Ability to understand and follow instructions.
 - P. Ability to problem-solve a variety of situations.
 - Q. Ability to set priorities and complete assignments on time.
 - R. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

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