

Fountain Hill Borough

Job Description

Position: Permit Coordinator/Zoning Assistant (PT/FT)

Position Requirements: Permit Coordinator/Zoning Assistant to provide a variety of clerical and technical support by performing general office duties including data entry, photo copying, scanning, filing, answering telephones and scheduling inspections.

Position reports to: Zoning Officer/ Borough Manager

Position Responsibilities: Handles inquiries for construction, remodeling and all related permits; offers guidance in the process to expedite requests.

Receives and enters all permit applications in database, maintains records and in conjunction with Zoning Officer assigns appropriate fees.

Sets up files and assembles packages of the required documentation; follows up on tracking sheets and tabulates appropriate fees for construction permits.

Maintain property records; electronic (pdf) and paper filing. Communicate with applicants to obtain additional pertinent information not provided with the initial submission of the application.

Contacts contractors for insurance and licenses; updates database and maintains files.

Schedules building, plumbing, and electrical inspections; maintains inspection logs & enters inspection results into database.

Prepares building permits and certificates of occupancy for Building Code Official review and approval.

Coordinates and tracks permit applications and plans assigned to 3rd party inspection firms and their timely return to the Borough; verifies billing.

Ability to analyze data, records and reports to assist in scheduling, follow up and mailing of letters as needed.

Track incoming permit applications and assist with follow up on expired permits.

Researches archived information as required.

Other duties as may be directed by the Zoning Officer & Borough Manager.

***Required Knowledge, Skills
and Abilities:***

Working knowledge of Microsoft® Suite of products, including Word, Excel, Access & PowerPoint.

Knowledge of routine office practices, procedures and equipment.

Knowledge of basic mathematics, business English and spelling.

Possess good organizational skills with ability to work independently.

Ability to establish and maintain effective working relationships with fellow employees and the public. Work as a team player and display strong work ethic.

Display accurate typing skills.

Have ability to multi-task to meet deadlines.

Communication Proficiency; customer service oriented.

Possess a Valid Driver's License

Operate computer and use a variety of software programs to enter, revise and retrieve records for permit activities.

Performs related work as required or assigned.

Attend training as determined by the Zoning Officer and Borough Manager.

Education & Experience:

High School Diploma or equivalent.

Supervisory Responsibility:

None

Physical Demands:

Ability to work in an office setting, operate office equipment; walking, standing, or sitting for prolonged periods of time; performing moderate or light lifting and carrying up to 15-35 lbs.