JOB DESCRIPTION

Position Title: Permit Officer
Reports To: Director of Licenses and Inspections

1. SUPERVISED BY: This position is supervised by the Director of Licenses and Inspections. The Director has the authority to direct the work of and evaluate the position. Comments are made through written and verbal communication and by physical demonstration, as necessary. Evaluations are done through written communication and done at the conclusion of the introductory/training period and on an annual basis.

2. JOB IS: Full-time

3. WORK BREAKS: Lunch – 60 minutes

3. WORK SCHEDULE: Hours and days vary; typically Monday through Friday from 7:30 a.m. to 3:00 p.m. or 9:00 a.m. to 4:30 p.m.

4. SPECIAL SCHEDULE: Available, as necessary, unless prior arrangements have been made with the supervisor.

5. EFFECTIVE DATE: July 29, 2020

6. GENERAL SUMMARY: This role works with Licenses and Inspections counter and is responsible for dealing with the public in matters relating to Licensing and Inspections such as construction, zoning, or Township codes. Must be able to perform field inspection as required by the Director and Township ordinances.

7. MINIMUM REQUIREMENTS TO HOLD THIS POSITION:
   Education and Experience:
   A. Education/Training:
      - High School diploma or equivalent, required; College or other related secondary training, preferred.
      - This individual should have a current Pennsylvania Residential Building Inspector Certification or be able to obtain the certification with six months.
      - Additional certification and technical training and or design/construction trades, preferred.
   
   B. Experience and Training:
      - Must have strong administrative background and be knowledgeable of Township streets and alleys.
      - Must possess training and experience within Licensing and Inspections.
      - Must possess written and verbal communication skills in order to work with various Departments throughout the Township.
      - Must be able to work with Microsoft Office Suite including Word, Excel, and Access and AS 400.

8. ESSENTIAL JOB RESPONSIBILITIES:
1. Must possess an acceptable and professional manner at all times when dealing with the Township personnel or the public; Responsible for supervising the works performing their job duties.
2. Accurately completes administrative forms and reports in a timely fashion, as requested.
3. Adheres to all rules, regulations, and procedures, including those necessary to maintain required licenses, certifications, and/or registrations.
4. Applies common sense understanding to carry out instructions.
5. Attends meetings as required by Supervisor.
6. Carries out job functions without supervision.
7. Must possess a valid Pennsylvania driver’s license; and have a personal vehicle that can be used in performance of these duties.
8. Must be able to read street road maps and locate Township streets and alleys.
9. Exercise courtesy and tact when dealing with others.
10. Work effectively and harmoniously in a culturally and ethnically diverse work force.
11. Work well under pressure and is able to meet tight deadlines.
12. Must have the ability to read and understand construction plans and documents.
13. Must be able to understand and interpret Township ordinances as related to the Department.
14. Must have knowledge of the Pennsylvania Uniform Construction Code, Fire Code, and all other applicable codes, standards, and regulations pertaining to building construction and related activities.
15. Other duties, as assigned.

9. PHYSICAL DEMANDS OF JOB:
I. During the ENTIRE workday, this job requires the physical ability to:

A. Sit for up to: 1.5 hours
B. Stand for up to: 2.5 hours
C. Walk for up to: 2.5 hours

II. Job requires the physical ability to LIFT or CARRY up to 40 pounds, occasionally. Additionally, this job requires the physical ability to use a phone and computer.
III. Job requires the physical ability to function in activities involving
   a. OCCASIONALLY: Bending, climbing, reaching, exposure to marked changes in temperature and humidity, exposure to dust, fumes, gases, and noise.
   b. CONTINUOUSLY: deal with people and the general public.

This job description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.
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I have read and understand this Job Description. I am able to abide by and adhere to its contents.

Job Description Title: ______________________________________________________

Today’s Date: ____________________________________________________________

Printed Name: __________________________________________________________

Signature: ______________________________________________________________