



Posted: October 26, 2022

Announcement # 22-20

NOTICE IS BEING POSTED TO ESTABLISH AN EMPLOYMENT LIST
FOR THE POSITION OF:

Permit Office Administrator / \$13.12 PER HOUR

(\$14.10 per hour effective November 1, 2022)

EXAMPLES OF WORK:

Incumbent applies a considerable knowledge of state and local construction codes, zoning regulations and flood plain determinations to inform, assist and direct contractors, developers, property owners in permitting, licensing and insurance efforts. Incumbent also provides clerical and administrative support for the Construction Codes office of a municipality, and serves as secretary to the Building Boards who hear appeals of codes and permit decisions. Greets customers, explains processes, administers the office and record keeping parts of construction and land use permitting processes, including contractor licensing requirements. Notifies contractors of needs for renewals, answers calls, provide explanations, forms and information on code compliance to contractors, owners, elected officials. Obtains, circulates and files plans, drawings, specifications. Issues permits and collects, records and reports fees. Takes calls reporting conflicts with codes, coordinates meetings, composes correspondence, keeps files, administers requirements of state inspector certification. Answers questions from and advises, within established guidelines, homeowners, contractors, property owners/agents. Disseminates information concerning zoning regulations, flood plain maps and determinations, and any related codes and requirements. Provides clerical support to the Building Official on compliance issues dealing with grass, junk, vehicles, demolitions, and miscellaneous city code issues. Performs time sheet, absence reporting, budget submission, and related administrative tasks for the inspections office. Performs related work as required. Incentive pay provided for obtaining a Permit Technician state certification.

Essential Functions: Reading, communications, record keeping and comprehension tasks require unimpaired or correctable vision, hearing and speaking abilities, key boarding, and driving ability, but mobility impairment may be accommodated.

MINIMUM QUALIFICATIONS:

- Completed High school.
- Prior working experience in construction code enforcement adequate to give a considerable knowledge of code requirements for contractor licensing, inspections, inspector certification, fee structure, and Building Boards' business methods are desired.
- Must be a qualified registered voter. Must submit a copy of the voter verification and high school verification along with the application.
- Must pass the Civil Service exam, post-offer drug screen, physical, and functional pre-placement testing.

Benefits offered: Partially paid hospitalization, paid holidays, annual leave, sick leave, and retirement.

All completed applications must be in the Municipal Civil Service Department no later than 4:30 p.m. on Wednesday, November 16, 2022.

The City of New Iberia does not discriminate against any person on the basis of sex, race, age, creed, religion, ethnicity, or handicap.