

TOWN OF SUFFIELD

83 Mountain Road • Suffield, Connecticut 06078

(860) 668-3840 • Fax (860) 668-3317



Position: Administrative Secretary/Technical Assistant

Posted: January 10, 2019

Application period ends: January 24, 2019

General Statement of Duties:

Under general supervision position assists architects, engineers, contractors and homeowners providing routine and technical information related to the issuance of permits; provides technical information regarding routine building code requirements and ordinances, assists the public in completing applications and other required forms

Essential duties:

1. Provides information at the counter, by telephone and through correspondence in response to relatively routine questions regarding building ordinances, codes, building permit application process and procedures, assists the public in completing applications and other necessary forms.
2. Receives and reviews permit applications; accepts construction plans and plan documents to permit processing; verifies that all required documents, plans, specifications, forms and supporting materials are submitted.
3. Issues permits after interdepartmental review of the services of Building Officials'. Performs less complicated non-structural plan checks over the counter.
4. Directs the public to various departments for information necessary to apply for other permits; accepts construction plans for appropriate departmental personnel to check.
5. Assists the public in Zoning Board of Appeals applications and Historic District Commission applications, reviews routine plans for completeness and compliance with code in assigned areas. Covers the Zoning and Planning Department in their absence.
6. Verifies workers' compensation, valid contractor's license, valid business license information and property taxes are paid; sorts and routes permit application packages.
7. Prepares and catalogues files for records management system processing in compliance with The Office of the Public Records Administrator General Records and Retention schedules; writes routine reports; helps maintain a variety of building and planning-related records; utilizes information systems as required in the processing, filing and managing of records associated with applications, permits and other systems.

8. Calculates and collects permit fees; process bank deposits; maintain office supplies, logs and processes complaints; performs other relevant tasks as occasionally assigned by the Building Inspector or Assistant Building Inspector. Maintains records of income from permits and submits to Treasurer's Office, compiles monthly reports on income from permits and related information for town, state and federal reports. Maintains records of budgetary expenditures. Assists in the preparations of the Building Department's budget and annual report.
9. Schedules inspections for the Building Inspector and Assistant Building Inspector.
10. Provides excellent customer service experience and ability to build and maintain strong working relationships with, co-workers, contractors, staff and the community.

Minimum Qualifications:

One (1) year experience working in a building or planning department, with six (6) months to one (1) year of experience in computerized building permit applications processing. Familiarity with computerized applications for building inspection highly desirable. Certificates: ICC Permit Technician and Zoning Enforcement Technician Certifications are required within the first full year of employment in this position and certification shall be thereafter maintained during employment in this position

Education & Experience:

High school diploma is required. An associate's degree or completion of technical courses in construction, building codes, or inspection principles and techniques is desirable.

Knowledge, Skills and Abilities:

1. Knowledge of modern office practices, and procedures; building plans, codes, ordinances and related terminology; architectural drawing convention and what comprises a complete set of building plans; processes and procedures associated with construction permits; records management practices.
2. Skills in performing accurate arithmetic calculations; operate computer, cash handling, and calculator with speed and accuracy; ability to use Microsoft, including but not limited to Word, Outlook, Excel, Quality Data System, Registration Software and ability to learn other applications; efficient time management and attention to detail.
3. Ability to learn quickly and apply departmental policies and procedures affecting the acceptance and review of permit applications and commonly used building codes and ordinances; understand the relationship between zoning ordinances and building code requirements.
4. Ability to follow verbal and written instructions; communicate effectively in both verbal and written form; establish effective working relationships with customers, department staff and external staff; keep accurate records; perform multiple tasks with frequent interruptions; use independent judgment and technical knowledge.
5. Ability to learn, retain, interpret and communicate technical and complex information, terminology, policies and procedures; work effectively with a wide variety of people; maintain composure under difficult circumstance; provide support and leadership to department staff; manage project demands, priorities, costs, and timelines to meet service requirements; and communicate views and concerns

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of the public, town employees, and representatives of other agencies to the Building Inspector or Assistant Building Inspector.

Additional Eligibility Requirements:

1. Valid, active Motor Vehicle Operator's license (preferred).
2. Must obtain Notary Public License within six months of hire date.

Expected Hours of Work:

This position is a collective bargaining unit member of the Town Hall Union.

This is a full time position, 35 hours per week and the hours of work and days are currently Monday – Thursday 8:00am - 4:30pm, Friday 8:00 am - 1:00pm. This position occasionally requires long hours beyond those scheduled hours including evenings and weekend work as job duties demand.

Compensation and benefits:

Hourly rate of \$23.10 • paid holidays • paid sick and vacation days • medical, dental and vision insurance • defined contribution plan with Town match • short-term disability, long-term disability and life insurance. All benefits are defined in the Town Hall union contract.

How to apply:

Internal applicants please submit letter of interest and resume to HR Director by the end of application period.

Applications can be found on the Town of Suffield's web page www.suffieldct.gov under town departments/Human Resources. Mail or e-mail completed application and resume to: The Town of Suffield, Attention Karin Ziemba, Director of Human Resources, 83 Mountain Road, Suffield, CT 06078, kziemba@suffieldct.gov

*The Town of Suffield is an equal opportunity employer m/f/d/v
the above posting is intended as a guide and is not a complete description of the position or process.*