

# GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

**JOB TITLE:** Permits & Inspections Coordinator  
**DEPARTMENT:** Permits & Inspection  
**REPORTS TO:** Director  
**FLSA STATUS:** Non-Exempt

**SUMMARY:** This is an administrative position in the Permits & Inspection Services Department responsible for the coordination, review and approval processes associated with construction and development in Garrett County. This position requires knowledge of the County's building code and a number of other ordinances and regulations associated with construction and the development process.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Maintain knowledge of and receive inquiries pertaining to the Building Code, Deep Creek Watershed Zoning Ordinance and other applicable ordinances and provide reliable information to the general public and to County, State and Federal agencies.
2. Accepts building and land use permit applications, verifying documentation, feasibility, and compliance with special requirement of the property. Verify application elements such as plot plans, setbacks, land use and supplemental permits.
3. Explains the permit process to prospective and current applicants, including the applicable codes, sequence of activities in the permit approval process and the timelines to expect for key decisions and final approval.
4. Coordinates the permitting and approval process with applicable local, State and Federal Agencies.
5. Prepares fee and activity schedules for permit applicants. Determines the appropriate fees for a pre-determined schedule.
6. Schedules inspections and assists inspectors with inspection request.
7. Works with the contracting community, citizens, office and County staff to assure proper permit applications, thorough review and timely permit issuance.
8. Other duties may be assigned.

## **QUALIFICATIONS:**

This position requires a solid understanding of the practical application of building codes and related County ordinances, permitting processes and associated State laws. This position also requires experience in computer applications including database management, information technology and systems. The successful candidate shall have a working knowledge of construction techniques, designs and materials and the ability to meet and work with the contracting community and the public providing good communication skills, both oral and written and sound judgement, reasoning and common sense.

**EXPERIENCE and/or EDUCATION:**

- ❖ High school diploma or equivalent or two year college degree with knowledge of building codes, plan review and the construction industry
- ❖ Some experience in administrative support and customer service
- ❖ Some working knowledge of electrical, plumbing and mechanical trades
- ❖ Computer experience in the use of word processing, spreadsheet and database programs

**LANGUAGE SKILLS:**

Requires good communication skills, both written and oral, the ability to initiate and conduct meetings and to provide written reports and findings is also required.

**MATHEMATICAL SKILLS:**

Ability to perform mathematical functions relating to plans review and statistical analysis is required.

**CERTIFICATES, LICENSES:**

Valid Driver's License

**PHYSICAL DEMANDS:**

Position requires both office and field work related to the permit approval and inspection of development activities.

**WORKING ENVIRONMENT:**

Duties and responsibilities are performed primarily within office facilities provided with some field work required.