



The CITY OF BURNSVILLE
Invites applications for the position of:

Building Permit Assistant

An Equal Opportunity Employer

OPENING DATE:	2/8/2021
CLOSING DATE:	2/28/2021
STARTING SALARY:	\$26.52 - \$28.55/hour, Depending on Qualifications

The City of Burnsville is seeking a Building Permit Assistant. The successful candidate will deliver high level customer service to the Burnsville Citizens, builders, contractors, architects and city staff. This position supports the protective inspections staff and responds to public inquiries verbally and in writing, This position issues permits, schedules inspections, processes permit, etc., maintains the city database for licensing of contractors and Reduced Pressure Zone (RPZ) program along with supporting the Project Lead for the Community Development Software (CDS) daily operations, including ongoing administration and management of the software.

Our values:	Your contribution:
Collaboration: We value people and perspectives	<ul style="list-style-type: none">• Work positively to develop, support, change and share ideas which encourages growth for our department and our city organization.
Innovation: We are on the leading edge	<ul style="list-style-type: none">• Implement ideas to produce the best possible solutions for our customers, fellow employees and the city organization.
Excellence: We expect the best	<ul style="list-style-type: none">• Provide fire, life, health and safety inspection services for the people and their property that will create a safe environment to live, work and play in.

ESSENTIAL JOB FUNCTIONS:

Provides excellent customer service to the public in person and over the phone, and is the primary point of contact for public inquiries received by direct contact, telephone, email and fax.

- Provide information regarding City procedures, licensing, permit requirements, permit fees and general complaints.
- Accurately and efficiently schedules inspections for the field inspectors / inspections.

APPLICATIONS MAY BE FILED ONLINE AT:

www.burnsville.org

OUR OFFICE IS LOCATED AT:
100 Civic Center Parkway
Burnsville, MN 55337
P:952-895-4472

- Respond to inquiries and data requests for address information, legal descriptions, lot dimensions, owner information, and survey print outs by searching the Dakota County Parcel Query software.
- Process and issue permits including: auditing for accuracy, calculating cost, contacting applicants and recording permits.

Utilizes general and specialized software to develop support departmental functions and provides assistance to support department technology.

- Back up support to City lead for Community Development software updates, trouble shooting, training and ongoing maintenance.
- Utilize desktop software to develop and maintain department handouts, ensuring the information is accurate with current code cycles.
- Back up support and maintain department information on the city's web site and administer the customer facing portal for applications and payment processing.
- Support the Project lead for Electronic Document Management System and maintaining data within various software applications.

Provides excellent, detail oriented administrative support to department and the public.

- Collect required permit data.
- Collect all monies received by the Inspections Department and maintain detailed documentation essential for daily receipting/balancing.
- Responsible for maintaining appointments and daily calendars for all inspectors. Schedule building, heating, plumbing, and electrical inspections. Retrieve pertinent permit data required for field inspections. Communicate schedule changes to inspectors.
- Compose and or format text for a variety of office correspondence, letters, reports, agendas and other related materials for the building inspection department.
- Review electrical and mechanical permit applications, calculate and collect permit fees.
- Through the use of the department software program, enter and maintain accurate data regarding issued building, electrical, mechanical and sign permits.
- Support city contractor licensing procedures.
- Daily filing of permit applications, department copies of issued permits, and city contractor license documentation.
- Maintain written records of testing and maintenance for city RPZ program.
- Distribute water meters per contractor request. Maintain water meter distribution records.
- Share responsibility with other support staff for performance of accounting functions for the building inspection department.
- Perform special projects as needed by the inspector or building official.
- Provide limited backup for licensing and code enforcement during extended vacation and extended sick leave.

We believe strongly in collaboration and our employees perform a variety of duties as a part of their role to promote the best possible service to the public.

- As a valuable part of our organization, actively contributes ideas to make us better.
- Looks for opportunities to be on the leading edge of public service.
- Performs other duties as apparent or assigned.

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WORKING CONDITIONS:

- Work is performed primarily in a standard office environment that includes exposure to computer screens. Primary functions require:
 - Sufficient physical ability and mobility to work in an office setting.
 - Sit and answer phones/use computer equipment on a continuous basis.
 - On a frequent basis must be able to stand, walk, sit, talk and reach with hands and arms.
 - Occasionally lift bend, stoop and retrieve files and boxes weighing up to 25 - 30 pounds.
 - Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
 - Work with employees and/or the public that may be irritated or upset.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- One year post-secondary education/training
- Five years administrative customer service experience.
- Working knowledge of Microsoft Office 2010 or newer products and Adobe Acrobat Professional 10, DC (Direct Cloud) or newer software.
- One year of administrative customer service experience in any of the following areas: building inspection, construction, real estate, housing, architecture, engineering, legal or planning.

DESIRABLE QUALIFICATIONS:

- Associates Degree in related field
- College Courses relating to building codes.
- Bilingual
- ICC Certifications
- Experience with permitting and inspection software.
- Experience working in the construction industry or government agency
- Experience with dispatching or scheduling

EXAMINATION:

- Training and Experience Rating
- Oral Interview
- Other testing as appropriate
- Must pass a drug test and background check

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