

**The Village of Oak Brook  
Position Description**

<b>Position Title:</b>	Senior Permit Coordinator	<b>Department:</b>	Development Services Dept.
<b>Pay Grade:</b>	23	<b>FLSA:</b>	
<b>Reports To:</b>	Development Services Director	<b>Supervises:</b>	2 Part-time Permit Coordinators
<b>Created:</b>	2008	<b>Revised:</b>	2022

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**Purpose of Position**

The purpose of this position is provide advanced technical and administrative support relative to the building permitting and inspection processes.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Provides direct supervision and evaluates two (2) part-time permit coordinators.

Meets/works and coordinates with building contractors and the general public to ensure the proper submittal of all information required for processing applications for all building permits on private property and ensures the prompt and timely processing of these applications.

Creates and maintains building permit applications and the electronic building permit data base.

Receives and schedules inspection requests for building inspectors and village engineer.

Reviews all permit applications prior to issuance to ensure that all fees have been paid and all required approvals have been received.

Issues permits for roofs, HVAC system replacements, window/door replacement, and low voltage electric at the front counter and through the electronic permit system.

Prepares voucher and supporting documents for bond receipts and refunds.

Prepares Certificates of Occupancy/Certificates of Compliance for all permits that have received all final approvals from the Village.

Coordinates with other governmental agencies including but not limited to the Township Assessors, School Districts, Sanitary Districts, and Post Office who are involved in the Village's building permit process.

Coordinates the processing of FOIA requests and document disposal in Development Services Department.

Coordinates the processing of utility permits for Nicor, ComEd, fiber, and small cell.

Coordinates department document imaging and scanning.

Receive, review, and process department invoices.

Prepares the Development Services Department monthly and quarterly reports which detail all permit and inspection activities.

Performs all other work as assigned by the Development Services Director.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Assists Development Services Department and other members of the cross-functional work team by scheduling pre-construction and construction site management meetings.

Assists the Chief Building Official and Building Inspectors in responding to requests from the general public, building contractors, architects and developers for general information on the Village's building permitting and inspection processes.

Assists the Department Director in researching and responding to freedom of information requests submitted to the Development Services Department.

Assists in the preparation of relevant information for the Department Services Department portion of the Village's web page.

Receives and responds to questions concerning zoning, setbacks, drainage, and stormwater related issues.

### **Supervision Received:**

Works under the general supervision of the Development Services Director.

### **Supervision Exercised:**

Is responsible for supervising two (2) part-time Building Permit Coordinators.

### **Minimum Education, Training and Experience Required to Perform Essential Job Functions**

Considerable knowledge of business English, punctuation, spelling, office practices, procedures and of the operation of standard office equipment.

Considerable knowledge of the operations and work policies of the Development Services Department and a cross-functional work team.

Ability to deal with and communicate with the general public and Village Staff with competence, tact and discretion on complex issues as well as difficult work situations.

Excellent organizational skills.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as invoices, billing statements, advertisements, time/material reports, salary schedules, personnel policies, budget, computer software operating manuals, city code, statutes, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with department personnel, the general public, consultants, contractors, vendor representatives, and other city employees.

### **Mathematical Ability**

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria.

### **Physical Requirements**

**A complete list of physical demands can be found in the attached ADA Job Description Questionnaire**

Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator/adding machine, and photocopier.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some kneeling, stooping, crouching, lifting, carrying, pushing, and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks. Ability to sustain prolonged visual concentration.

### **Environmental Adaptability**

Ability to work under often safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use and irate individuals poses a very limited risk of injury.

### **Selection Guidelines:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Oak Brook is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Department Director                      Date

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Human Resources Director                      Date

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Village Manager                      Date