



**VILLAGE OF HANOVER PARK**  
invites applications for the position of:

# Permit Coordinator - part-time

An Equal Opportunity Employer

**SALARY:** \$24.09 Hourly

**OPENING DATE:** 01/16/20

**CLOSING DATE:** Continuous

**JOB SUMMARY:**

**PART-TIME WORK SCHEDULE**

Monday - Friday from 10:30 a.m. - 2:30 p.m. with the flexibility to occasionally work 8:00 a.m. - 4:30 p.m. when needed.

Under the general direction of the Fire Chief with immediate direction through Fire Department supervisors, directs and coordinates customer service activities related to the issuance of permits, which includes assisting with the permit process from issue date through the final stages, including Certificate of Occupancy. Calculates permit and associated fees. This position interacts with developers, builders, architects, attorneys, Village officials, committees, and staff. Makes independent decisions within limits defined by the supervisor, requiring knowledge of departmental policies, rules, and regulations, and functions. Exercise considerable independent judgment in making determinations on various important problems, which do not involve deviations from established policies and procedures.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

Prepares schedule for counter coverage, and coordinates with co-workers to provide counter coverage during lunch breaks, vacations, etc.

Assists with coordinating paperwork and forms in issuing permits; issues permits, processes contractor registrations, and provides primary counter coverage for Inspectional Services Division.

Balances daily cash receipts. Expedites permit bond refunds and permit closures to include preparation for microfilming.

Assists with creating department forms, applications, instructions, etc. as needed.

Maintains and prepares departmental forms, using computer applications to include Firehouse Software® and Logos – New World Systems®

Assists with the processing of mail, photocopying, scanning, maintaining general and confidential files, and providing general clerical assistance.

Schedules inspections, gives information to callers, directs callers, and handles difficult customer service situations using conflict resolution techniques.

Maintains interdepartmental permit tracking system; maintains elevator inspection reports.

Enters and maintains records of new occupancies/inspection records in Fire house software.

Performs periodic site visits with inspectors.

Participates in developing, interpreting, and executing standard operating procedures and/or

policies, as well as, interpreting and executing broader departmental policies.

Plans and prioritizes own daily work schedule and some of the unit's group work activities to ensure that they are performed according to established procedures and/or standards within the department.

Works on special projects and events.

Adheres to all Village policies and procedures within the department and as outlined in the Employee Handbook.

Maintains regular attendance and punctuality.

Follows all safety regulations, policies and procedures. Reports all unsafe conditions and acts to supervisor. Reports all accidents to the supervisor immediately whenever possible, but no later than end of the employee's work shift. Follows recognized safe work practices.

Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.

### **SUPERVISORY RESPONSIBILITIES**

None.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION &/OR EXPERIENCE:**

Completion of an Associate's degree or two (2) years of college or technical or business school; and one (1) year of related work experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **CERTIFICATIONS/LICENSES**

Must possess and maintain in good standing a valid Illinois driver's license and International Code Council (ICC) certification of Permit Technician or the ability to obtain such certification within one (1) year of hire.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.hpiljobs.org>

Job #01162020  
PERMIT COORDINATOR - PART-TIME  
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OUR OFFICE IS LOCATED AT:

2121 Lake Street  
Hanover Park, IL 60133  
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[jobs@hpil.org](mailto:jobs@hpil.org)

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