

Advertisement

Customer Service Specialist, Building Construction and Code Enforcement

The Town of Easton is looking for a candidate to perform administrative and technical work for the Building Inspection Division and Code Enforcement Office regarding; processing applications, issuance of permits and inspection requests. Must be self-motivated, a strong communicator (verbally and in writing) and must display sound judgment and tact. Candidates must have thorough knowledge of: zoning codes, building codes and all construction trades. All candidates must have a valid driver's license. The Town of Easton offers an excellent compensation and benefit package. E.E.O. Resume will be accepted until **September 2nd 2016** at the Town of Easton - Human Resources, 14 South Harrison Street (P.O. Box 520) Easton, Maryland 21601.

Job Description

Position – Customer Service Specialist, Building Construction and Code Enforcement

Summary

To perform administrative and technical work for the Building Inspection Division and Code Enforcement Office regarding; processing applications, issuance of permits and inspection requests through counter, phone and computer activity. Perform administrative tasks such as; record keeping, scheduling, file documentation, administrative and customer service support. Have strong organizational, clerical, and computer skills. Minimize non-productive time and fill slow periods with activities that will improve day-to-day operations. Perform other duties and powers as delegated by the Code Official.

Education and License

High School Diploma or General Education Diploma (GED). Valid Driver's License.

Knowledge and Experience

Have thorough knowledge of; zoning, property, building codes, and all construction trades. Five years of experience with; office administrative procedures, secretarial tasks and knowledge use and operation of standard office equipment and software programs.

Ability

Must have high level of interpersonal skills to handle sensitive and confidential situations in a professional manner. Position continually requires demonstrated poise, tact and diplomacy. A analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.

Administer work, details and routine involving building construction and code enforcement. Must be self-motivated and a strong communicator (verbally and in writing). To work effectively with minimal supervision. To work outside the standard workweek and during emergency closings.

Reports to

Code Official.