DATE	May 2007
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Permit Technician
DEPARTMENT/DIVISION: Building Inspection
REPORTS TO: Assistant Building Official

SUMMARY: Responsible for performing technical work in the review and processing of construction project permits to include: processing departmental payments and providing counter assistance to the general public, contractors, and developers. Work is performed with moderate supervision.

ESSENTIAL JOB FUNCTIONS:

- Conducts permit and plan review activities, which includes: accepting and processing permit applications, checking for completeness and compliance with applicable Local and State requirements; reviewing and issuing permits for miscellaneous construction projects including pools, fences, foundations, roof repairs, moving structures, demolitions, and special events; issuing over-the-counter electrical, mechanical, plumbing, and banner sign permits; processing and issuing approved commercial, residential, and fire permits; and/or, performing other related activities.
- Provides technical support associated with permitting activities, which includes: coordinating public inquiry on development processes, codes, ordinances, and permit requirements; processing utility releases; maintaining logs for permit distribution and permit review turnaround times; scheduling and entering inspections; documenting code enforcement complaints; initiating cases in database; enforcing and updating required contractor registrations; generating and processing a variety of daily, weekly, and monthly reports; and/or, performing other related activities.
- Performs financial activities in support of department operations, which includes: collecting building permit, development, registration, and other miscellaneous fees; maintaining escrow accounts; administering accounting systems for cash receipts; making daily deposits to central cashiers; balancing cash drawers; generating revenue reports; and/or, performing other related activities.
- Provides customer service activities, which includes: greeting customers; answering phones; responding to requests for information or service; and, performing other related activities.
- Maintains a variety of records for the department related to permitting activities. Prepares a variety of reports related to departmental activities.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of customer service principles and practices;
- Knowledge of basic filing principles;
- Knowledge of basic bookkeeping practices;
- Skilled in reading and interpreting construction documents;
- Skilled in interpreting and applying applicable code requirements and permitting processes;
- Skilled in handling cash;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- One year of customer service and cash handling experience.
- Requires ICC Permit Technician Certification within six months.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.