

# Building Permit Tech 1

DEPT: Community Development	FLSA: Non-Exempt
DIV: Building & Permitting	EEOC: Admin Support
DATE: July 2016	



## POSITION SUMMARY

Performs a variety of **working level routine secretarial and advanced complex clerical** duties as needed to expedite administrative processes and procedures of the building and permitting division.

## SUPERVISION RECEIVED

Works under the general supervision of the Chief Building Official.

## SUPERVISION EXERCISED

None

## ESSENTIAL FUNCTIONS

Receives and processes building applications; reviews for accuracy; determines building permit fees following established procedures for building type and size; issues permits for building, plumbing, electrical, sewer, water, heating, cooling and other construction phases as required by law; issues permits; inputs inspection record into computer, deposits revenues with city treasurer; prepare occupancy permits for final inspections, buildings, water, power.

Checks permits for plot plans, stamped engineer plan, gas pipe drawing, MEC; checks for hold harmless agreement. Records log of plans when submitted. Contacts builders when plans have been reviewed.

Schedules inspections; follows-up on various inspection activities during course of construction; organizes schedule for all inspections by city inspectors; receives notification of inspection status and prepares certificates of occupancy or temporary certificates of occupancy; schedules new services or service upgrades; determines and assesses impact and connection fees.

Operates computer to type, process, and store a variety of department reports and documents; receives changes and updates documents and storage to reflect the same; maintains records and files of various permit applications and processing status.

Answer public or business inquiries over telephone or office counter; assists public in locating information and responds to various questions related to general processes and procedures regarding permits.

Acts as receptionist; answers phone and routes calls; takes and relays messages; provides information to inquiring parties; responds to general questions related to department.

Monitors department calendar to assure against conflicts; schedules appointments; advises personnel of meeting requirements; monitors deadlines for completion of permit application reviews and processing.

Performs document filing and maintenance; receives and processes records, applications, reports and various documents.

Operates personal computer and complex specialized software applications for word processing operations and financial records maintenance and data input.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

A. Graduation from high school;

AND

B. Two (2) years of experience performing above or directly related duties;

OR

C. An equivalent combination of education and experience.

### 2. Knowledge, Skills, and Abilities:

**Working knowledge** of modern office practices and procedures; of grammar, spelling and punctuation; of modern

filing systems related to alphabetical and numeric files; personal computer operations and various program applications such as MS Office, etc.; telephone etiquette, various office machines, i.e.; ten key, copy machine, fax, etc.; administrative procedures; of legal processes associated with the maintenance of public records and documents; current codes, standards, safety practices and principles required to meet building standards; planning and zoning codes; interpersonal communication skills, bookkeeping and basic accounting.

**Skill in** keyboard operations.

**Ability to** exercise initiative, independent judgment and to act resourcefully under varying conditions; take shorthand or speed writing; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with fellow employees, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

3. Special Qualifications:

Must be able to type 50 words per minute.

May be required to become a certified Permit Technician within one year of hire or appointment.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some guided problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

(Employee)