

# Building Permit Technician

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**DEPARTMENT:** Community Development  
**DIVISION:** Building  
**SUPERVISOR:** Building Official  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No

## **POSITION SUMMARY**

Performs a variety of complex clerical, administrative, and accounting duties in supporting the Building Division's administration and enforcement of the adopted city and state building codes. This includes providing friendly and professional service and assistance to internal and external customer requests, to issue buildings permits in a timely manner. Work may require independent judgment in the application of regulations and established procedures of the Building Division. May provide administrative and clerical assistance to other Building Division staff as assigned.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Building Official.

## **SUPERVISION EXERCISED**

No supervision exercised.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

- Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and providing technical assistance as it pertains to the Building Division.
- Prepares reports, correspondence, and/or invoices for Building Division related matters.
- Collects, balances, and reports daily Building Division revenues.
- Reviews permit applications and construction documents and provides assistance to applicants to ensure submittals are complete and accurate.
- Engages in the permit process from application intake to certificate of occupancy. This includes but is not limited to application intake, routing plans to other departments or divisions and/or outside agencies for review, tracking plan review processes, coordination with customers, other staff, other departments or divisions and/or agencies for information accuracy, Building Division related notifications, and permit issuance.
- Calculates and verifies various fees, prepares fee estimates, and applies fees to permits.
- Issues Building Division permits.
- Assists the Building Official and Community Development Administrative Assistant with preparation and coordination of daily requested inspections, including but not limited to notification of inspections to be performed by other departments/divisions or agencies, sending or receiving inspection reports, and customer notifications.

- Provides clerical and administrative services to the Building Board of Appeals, as needed. Includes scheduling meeting dates/times and reserving meeting space, providing legal notices to the media and public, creating agendas, collecting data, distributing meeting packets, attending meetings, and producing meeting minutes.
- Receives the public and answers questions; responds to inquiries from employees, citizens, and others as it pertains to the Building Division. Refers all other inquiries to appropriate people.
- Assists in the procurement of materials and supplies for the Building Division.
- Operates listed tools and equipment as required.
- Composes, transcribes, types, and edits a variety of reports, correspondence, and other materials requiring judgment as to content, accuracy, and completeness.
- Acts as custodian of records for the Building Division. Establishes and maintains filing systems, control records, and indexes using moderate independent judgment.
- Schedules appointments and performs other administrative and clerical duties as needed for the Building Division.
- Obtains information from the City and County records, as assigned.
- Delivers excellent customer service to diverse audiences.
- Establishes and maintains positive working relations with coworkers, citizens, and the general public.
- Performs other duties as assigned by the Building Official that support the overall objective of the Division, as it pertains to this job and Division.
- Creates, modifies, photocopies, and/or distributes forms, agendas, correspondence, minutes, and/or other materials related to the Building Division.
- Update Building Division webpage within the City's website, as needed.

### **PERIPHERAL DUTIES**

- Provides clerical support and back-up to the Community Development Administrative Assistant at the front counter, as needed.
- Operates a vehicle to run errands.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

- a. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping; and
- b. Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.
- c. Two (2) years of experience using specialized software related to permitting, receipting, licensing, and accounting functions.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- b. Skill in operation of listed tools and equipment.
- c. Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations; ability to maintain a high level of organization.

## **SPECIAL REQUIREMENTS**

- Possession of Notary Public Commission.
- Possession of a valid driver's license or ability to obtain one within six (6) months of hire.

## **SPECIAL CERTIFICATION DESIRED**

- Permit Technician Certification.

## **TOOLS AND EQUIPMENT USED**

Phone, computer, calculator, copy machine, scanner, fax machine, windows-based software, Word, Excel, and permitting, plan review, and financial software systems.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day

## **EMPLOYEE ACKNOWLEDGMENT**

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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.

I acknowledge that I have received a copy of the **Building Permit Technician** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

**Signatures:**

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Building Permit Technician

\_\_\_\_\_

Date

Print Name: \_\_\_\_\_

\_\_\_\_\_

Building Official

\_\_\_\_\_

Date

Print Name: \_\_\_\_\_