

# JOB DESCRIPTION



| JOB INFORMATION             |                       |                         |                |
|-----------------------------|-----------------------|-------------------------|----------------|
| <i>Job Title:</i>           | Permit Technician     | <i>Civil Service:</i>   | Yes            |
| <i>Department:</i>          | Community Development | <i>Bargaining Unit:</i> | Non-Bargaining |
| <i>Reports to Position:</i> | Building Official     | <i>Pay Grade:</i>       | NB PayScale    |
| <i>Location:</i>            | City Hall             | <i>Overtime Status:</i> | Hourly         |
| <i>Effect. Date:</i>        | 1/9/19                | <i>FLSA Status:</i>     | Non Exempt     |

| JOB SUMMARY  |
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| <p><i>Provide a brief description as to the primary purpose of this job (no more than three to five sentences):</i></p> <p>This position will assist the Building Department in meeting its responsibilities. The nature of this position is such that the employee has considerable independence in performing routine work, receiving complaints, giving information and related duties. Direction and supervision is received from the Building Official.</p> |

| ESSENTIAL JOB DUTIES/WORK PERFORMED   |
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| <p><i>List essential job functions that comprise the job; describe in terms of <u>actions (verbs)</u> and <u>desired outcomes</u> in order of most important first:</i></p> <ul style="list-style-type: none"> <li>• Performs the clerical and filing functions of the Building Department.</li> <li>• Functions as a receptionist, uses the switchboard, meets the public and offers information requiring knowledge of departmental policies and procedures, contacts other employees, officials and the general public with regard to appointment scheduling.</li> <li>• Analyzes data and prepares reports, forms and summaries as requested by the super-visor.</li> <li>• Processes bills for payment, including matching purchase orders with invoice.</li> <li>• Assists with purchase of office supplies as needed.</li> <li>• Maintains a bookkeeping system for the various transactions of the department. Receives and keeps records of payments and receipts of special billings, licenses, and permits. compiles various reports requested by the supervisor.</li> <li>• Operates computer and other office equipment necessary to perform required work, including word processing, photocopying and calculator.</li> <li>• Process permit applications, reviews submittals for completeness, accuracy and compliance with applicable construction Codes and issue permits and licenses.</li> <li>• Performs related work as required.</li> </ul> |

| REQUIRED KNOWLEDGE AND SKILLS   |
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| <p><i>List key dimensions (measurements for success) for this position:</i></p> <ul style="list-style-type: none"> <li>• General knowledge of the laws and ordinances pertaining to city functions.</li> <li>• Ability to operate ten key calculator and electric typewriter with proficiency.</li> <li>• Considerable knowledge of state and local building, plumbing, electrical, mechanical and fire codes.</li> <li>• Ability to understand and implement oral and written communications.</li> <li>• Ability to establish and maintain effective working relationships with contractors, general public and fellow employees.</li> <li>• Ability to keep and maintain department records in an organized and orderly way.</li> <li>• Ability to use computers, including word-processing, spreadsheet and specialized building permit/inspection software applications.</li> </ul> |

| ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES   |
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| <p><i>List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:</i></p> <ul style="list-style-type: none"> <li>• Ability to bend, reach, climb, stoop and lift 40 pounds for filing and records retrieval.</li> <li>• Ability to read, speak, write and understand English to communicate effectively and professionally with fellow</li> </ul> |

employees, contractors, Boards and the general public via telephone, in written form or face-to-face.

- Ability to operate computer keyboard, calculator, switchboard, typewriter, photocopier and similar electronic and manual office machines.
- Ability to sit for long periods of time for typing and computer work.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

## QUALIFICATIONS

List the minimum requirements to be considered for this position:

- High school diploma.
- Experience in performing financial/clerical duties.
- Must have or obtain the ICC permit technician certification (ICC Exam Permit Technician 14) within 12 months of employment.

## WORKING CONDITIONS

List working conditions for this position:

- Works in an office environment
- Works a standard work week
- May be required to work some overtime upon demand of workload

## REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical