

PERMIT TECHNICIAN/INSPECTOR

Department: Public Works

Title: Permit Technician

Classification: Non-Exempt/Full-Time

Supervisor: Community Development Director

Position Summary:

Perform routine permit work and electrical and plumbing inspections. Work involves receiving and reviewing permit applications; ensuring compliance with applicable policies, administrative codes, and statutes; communicating with external and internal customers; and issue permits.

Duties and Responsibilities:

The following duties *ARE NOT* intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may be required to perform additional, position-specific duties.

- Provides Department information and customer service; answers questions as first point of contact for customers; process documents, permit applications and deposits; answers questions within scope of authority and training.
- Reviews and accepts building permit applications; reviews applications for completeness, collects applicable fees, and forwards applications to appropriate staff for review.
- Inputs permit applications, and required technical data for permits into appropriate computer applications, databases, and systems.
- Issue permits: electrical, gas, building, plumbing, mechanical, food service, sales (door to door)
- Schedule electrical, plumbing, and gas inspections
- Visit sites to test and inspect both new and existing electrical, plumbing, and gas systems in residential and commercial buildings
- Collects fees and issues receipts; balances and reconciles receipts to monies collected at the end of each day.
- Responds to questions on zoning, building land use, permit readiness, project fees and other issues; explains policies, codes, standards and code enforcement violations.
- Provides administrative and technical assistance related to permit requirements to the general public, agency staff; answers questions and explains permit codes; and supplies information regarding permit processing, policies, and procedures.
- Reports to Community Development Director and provides administrative support services as needed; researches issues and provides data on permit and plan issues and related subjects to management.
- Prepares notices, correspondence, memos, and reports permit activities and compliance to supervisor
- Monitor permit applications, contract registrations, zoning, inspections, and other permits
- Maintain organized filing of permit records, maps and log.
- Have good working knowledge of Utility Billing duties in case of his/her absence.

- Performs other duties as assigned or required.

Required Knowledge, Skills, Abilities, and Physical Demands:

- Skill in the use of standard office equipment, computers, and computer software.
- Ability to respond to public inquiries in a timely manner; to implement administrative and technical procedures; to interpret applicable laws, rules, regulations, policies, and procedures; and to communicate effectively.
- Ability to use tact and diplomacy; and ability to establish and maintain an effective relationship and to communicate with departmental personnel, other city employees and the public.
- Emotional and mental stability, public service and overall good public relations attitude.

Education:

- Candidate must have a High School diploma or GED
- Electrical and Plumbing Certified