

PERMIT TECHNICIAN/INSPECTOR

Department: Public Works

Title: Permit Technician

Classification: Non-Exempt/Full-Time

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 for the public, agency staff; answers questions and explains permit codes; and supplies information regarding permit processing, policies, and procedures.
- Prepares notices, correspondence, memos, and reports permit activities and compliance to management.
- Prepare agenda packets with supporting documents for board members and city council.
- Attends meetings and addresses concerns of interested parties.
- Monitor permit applications, contract registrations, zoning, inspections, and other permits
- Maintain organized filing of permit records, maps, and log.
- Performs other duties as assigned or required.

Required Knowledge, Skills, Abilities, and Physical Demands:

- Performing inspections and identifying violations.
- Communicating violations, issuing citations, and following up on corrective action items.
- Providing customer service and interacting with staff.
- Operating a computer including standard software.
- Establishing and maintaining effective working relationships.
- Communicating effectively both verbally and in writing.

Education:

- A valid Driver's License is required.
- Building Inspector Certification
- ICC certifications preferred.
- Plumbing Inspector license issued by the Texas State Board of Plumbing Examiners or obtained within one year of employment.