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**Permit Technician**

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| Department: | **Community Development**  | Grade: | **$16-$20/hr** |
| Revised Date: | **October 2020** | FLSA Status: | **Non-Exempt** |

**POSITION SUMMARY:** Performs highly responsible administrative services for the Community Development Department including accepting applications, collecting fees for permits,

answering inquiries regarding building and zoning issues, maintaining records, processing invoices, preparing reports and correspondence and scheduling inspections.

ESSENTIAL FUNCTIONS:

*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 not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

* Accepts applications for building permits, collects fees, and ensures that forms are

properly completed and all necessary documentation is provided prior to submittal to

the Building Official.

* Schedules inspections for Building Official and Building Inspector.
* Accepts applications for plumbing, wiring, and gas permits, collects fees and issues

Permits when approved; assists contractors and homeowners with the permitting process.

* Records all permit fees for Department and verifies turnover of all monies to

Finance Department.

* Processes all invoices for payment, prepares vouchers and monitors expenditures.
* Maintains adequate inventory of office supplies, orders supplies as needed, and

processes payment for it.

* Responds to inquiries, requests for reports and complaints from internal and external
* customers.
* Issues occupancy permits for completed buildings upon authorization from the Building Official.
* Assists Code Enforcement Officer and Building Inspector with administrative tasks as needed.
* Performs all other related duties as assigned.

**Knowledge, Skills and Abilities:**

* Knowledge of codes, ordinances, and regulations.
* Ability to read and comprehend the codes that relate to the city ordinances
* Ability to prepare correspondence outlining code regulations and violations
* Ability to maintain records and reports for inspections
* Ability to respond to citizen complaints and resolve issues
* Ability to research property records and relayed documents to establish property ownership.
* Ability to prioritize and plan work daily.
* Ability to type data entry quickly and accurately.
* Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public and to maintain confidentiality.
* Ability to be tactful, yet direct with the public.
* Skill in general office practices and procedures; working knowledge of the proper use of grammar, punctuation, and spelling; some knowledge of the department and the basic functions it performs.
* Skill in using telephone, computer, fax machine, copier, and other general office equipment.
* Skill in use of Word, PowerPoint, Excel, or any other software applicable to the

organization.

**SUPERVISION RECEIVED AND EXERCISED:** The Building Official assigns work in terms of general and sometimes specific instructions. The work is spot checked for adherence to instructions and established standards. The work is spot checked for accuracy and propriety of the final results. This position does not supervise other positions.

**Physical Demands / Work Environment:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting. The noise level in the work environment is

usually quiet. Exposure to computer screens; frequent contact with the general public.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk. • The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**MINIMUM QUALIFICATIONS:**

* High school degree or equivalent required; Associates degree preferred.
* Minimum 2-3 years of office administrative experience.
* Possession of or ability to obtain Permit Technician Certification within one year of employement.
* Class “C” Texas Driver’s License;

The City of Wilmer is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, sexual orientation or protected veteran status.

The Job Description does not constitute an employment agreement between the City of Wilmer and the employees. This position is subject to change by the employer as the needs of the employer and requirements of the job change.

**I have reviewed this job description and find it to be an accurate assessment of the position requirements.**

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| Employee Signature Date |
| Supervisor Signature Date |
| Director Signature Date |