



## JOB OVERVIEW

<b>Job Title</b>	Permit Technician
<b>Department</b>	Building Official
<b>Location</b>	City Hall
<b>Reports To</b>	Building Official
<b>FLSA Category</b>	Non-Exempt
<b>EEOC Category</b>	Administrative Support
<b>Pay Group</b>	17
<b>Pay Range</b>	\$35,297.60 - \$51,168.00

## GENERAL JOB DESCRIPTION

Under general supervision by the Building Official, the purpose of this position is to process building permit applications and related documents; provide information, customer assistance, and explain city codes and policies to citizens and applicants. The position requires a high degree of attention to detail and the ability to effectively manage priorities and meet deadlines.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

Provides department information and customer service; answers questions as first point of contact for customers; processes 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.

Accepts contractor and sub-contractor permit applications; reviews supporting documents for accuracy and completeness of required documentation.

Collects fees and issues receipts; balances and reconciles receipts to monies collected at the end of each business day.

Responds to questions regarding permit readiness, project fees and other issues; explains policies, codes, standards, and code violations.

Maintains permit log, files, and records management programs; maintains records and plan review files, prepares periodic reports, and conducts surveys as required.

Assists Building Official. Provides administrative support services as needed; schedules appointments, research issues, and provides data on permit and plan issues and related subjects.

Responds to requests for information, provides technical information to city staff as authorized; aids the public within scope of authority; provide assistance, technical guidance, and training to city staff on technical issues and statutory requirements.

Processes departmental requests received through the Texas Public Information Act in a timely manner and in accordance with the Act.

Assembles information and distribution of agendas for the Planning & Zoning Commission, Zoning Board of Adjustment and Building and Standards Commission meetings; organizing, evaluating and expediting departmental information; initiating follow-up actions.

Timely posting of meeting agendas in accordance with the Texas Open Meetings Act.

Perform all other duties as assigned.

## **EDUCATION & EXPERIENCE**

High School Diploma or GED -AND- one (1) year of experience in technical support functions, preferably in a government environment; OR an equivalent combination of education and experience.

## **LICENSES & CERTIFICATES**

Possession of a valid driver's license

Preference will be given to candidates with International Code Council (ICC) Permit Technician certification. Candidates without the certification are required to obtain certification within twelve (12) months of employment.

## **KNOWLEDGE, SKILLS & ABILITIES**

Proficient in cash handling procedures and basic to intermediate math.

Ability to understand city organizations, operations, policies, and procedures.

Ability to learn to read/comprehend building plans, permit applications and specifications, and the ability to communicate technical requirements to architects, engineers, contractors, developers and to the general public.

Understands principles of record keeping and records management.

Knowledge of Texas Open Meetings Act, Public Information Act and the Texas Records Management and Retention Act.

Exhibits skill in organization.

Ability to learn and understand the application of municipal building codes and ordinances and means by which to access.

Has a record of establishing and maintaining cooperative, pleasant, and professional working relationships with employees and the public.

Has proficiency in operating a personal computer, printer, and scanner; ability to utilize a variety of permit tracking and business software.

Exhibits effective communication, both oral and written.

Ability to multitask in a fast-paced office/customer service environment.

Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### ADA COMPLIANCE

<b>Physical Ability</b>	Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.
<b>Sensory Requirements</b>	Tasks require visual perception and discrimination. Tasks require oral communications ability.
<b>Environmental Factors</b>	Tasks are regularly performed without exposure to adverse environmental conditions.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the HR Manager.



**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_