



JOB ANNOUNCEMENT

PERMIT TECHNICIAN

DEPARTMENT:	Community Development	JOB TYPE:	Full Time, Non-Exempt
SALARY:	\$17.01 - \$25.10/hour	PAY GRADE:	10
VACANCY DATE:	Immediate	CLOSING DATE:	Open Until Filled

GENERAL DESCRIPTION

This is a responsible technical office position with intensive public contact work of a moderate to difficult nature. The permit technician receives and tracks building permits, inspections and construction activity through to project completion. The technician serves as the city's local business tax officer and receives, processes, and updates business tax applications. The position requires independent judgment, excellent record-keeping, and thorough processing of all paperwork, database update, and archiving of the department's information. Permit intake, review and issuance are performed under the licensure of the Building Code Administrator. Work is performed under the general administrative direction of the Assistant Community Development Director.

ESSENTIAL JOB FUNCTIONS

- Ensures complete processing, issuance, and record-keeping for all Department issued permits.
- Acts as the central point of contact for all permits processed by the Department to include status disposition, and location of each.
- Answers inquiries in-person, by phone, and by email related to business tax licensing, contractor licensing, permitting and inspections in the City.
- Schedules inspections, processes inspection results, monitors inspection activities, and notifies customers by phone or email or electronically of needed plan corrections or that the permit is ready to be issued.
- Uses a computerized data system for creating, searching and updating records; composes and types correspondence, violation notices, local business tax receipts, permits and similar documents.
- Disseminates appropriate city codes or building permit applications and information to contractors, developers, design professionals and the general public.
- Files, updates and maintains Department's master files.
- Records and reports on paper, electronically, and in the archival database.
- Processes and maintains contractor's registration records.
- Informs Duke Energy of approved electrical inspections, for electrical connections and reconnections.
- Functions as a cashier for all permit payments and accounting for all permit monies due the City.

- Performs and assists the Building Code Administrator in the operation of the office.
- Prepares and submits business activity reports and other quarterly statistical data.
- Reviews records of various paper, computer and Laserfiche files to maintain the accuracy, and ensures permits are closed out or extended as necessary.
- Disseminates new addresses and parcel numbers to all City departments, Pinellas County departments relating to utilities, property, 911, mapping, taxes, and appraisals.
- Ensures accuracy of all parcel numbers and related addresses in computer system to ensure all permit reporting is complete with the Pinellas County.
- Performs record retention responsibilities for building and flood-related records. Maintain orderly records for easy retrieval. Perform scanning and Laserfiche operations for ease in record retrieval.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

MINIMUM QUALIFICATIONS

- Must be eighteen years of age or older.
- Graduation from high school or a GED certificate.
- At least four (4) years of office experience in a high-volume, fast-paced environment.
- An equivalent combination of education, training, and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to provide excellent customer service skills and receive the public with considerable poise, tact, patience and courtesy.
- Skill in the use of the City's computer software systems and other equipment utilized in the Community Development Office for permitting, plan review, inspection, and business tax issuance.
- Knowledge of MS Word, Excel and other commonly used office computer programs.
- Must be able to receive and transmit accurate messages from in-person conversations, telephone calls and voice mail messages.
- Knowledge of construction industry terminology.
- Ability to effectively cope and tactfully handle difficult situations in person, via telephone, or email.
- Knowledge of City ordinances and regulations, procedures and functions of the assigned area.
- Ability to perform basic mathematical calculations, collect and record payments for the Department and make change as necessary; promptly and accurately.
- Ability to maintain effective working relationships with employees, businesses, contractors and the general public.
- Ability to maintain, organize and retrieve complex records using a variety of source materials.
- Ability to understand and follow complex oral or written instructions
- Ability to perform varied complex technical and clerical operations promptly and accurately.
- Ability to work independently and to carry out assignments to completion with minimum supervision.
- Ability to adhere to prescribed routines and practices to ensure thorough processing and

recording of all permit and building activities.

- Ability to carry-out the records retention responsibilities of the Department.
- Ability to comply with work schedules and maintain satisfactory attendance.
- Knowledge of office practices and procedures, business English, spelling, receipting, and filing.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Valid Florida Driver's License (Class E)
- Notary Public preferred; or must obtain certification within six months of hire
- Permit Technician Certification from ICC preferred; or must obtain certification within one year of hire

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate clearly, both orally and in writing.
- Ability to access, input and retrieve information from a computer.
- Ability to sit, stand, stoop, and reach to retrieve files and construction plans
- Ability to carry or lift up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Work is performed primarily in an office environment with moderate noise levels.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.