

BUILDING PERMIT TECHNICIAN

DEFINITION

To process building permit applications, plans and specifications submitted to the City; to respond to requests for City building requirements; and to perform typing and varied clerical work of average difficulty.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Building Official.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Provide information personally, over the telephone and by letter; serve the public at the counter providing specific information concerning fees, permits, legal requirements, procedures and the business of the department.

Receive and process applications for building permits; check plans and permit applications to ensure all necessary information is included.

Compile data from permits issued to prepare monthly reports to various city, state and federal agencies.

Maintain record keeping systems.

Type letters from rough drafts, marginal notes or verbal instructions; type reports, letters, bills, vouchers, receipts, lists, schedules, orders, notices and statistical data.

Receive, distribute and dispatch mail.

Check columns of figures; check and tabulate statistical data.

Check contractors for proper insurance coverage and state contractors license.

QUALIFICATIONS

Knowledge of

Modern office methods and practices including business correspondence, filing and standard office equipment.

Correct English usage, spelling, grammar and punctuation.

Word processing.

Uniform Building Code requirements for minor structures.

Ability to:

Learn the organization, procedures and operating details of the City.

Learn to operate the City's word processing equipment.

Type accurately at 45 words per minute.

Respond to questions about City building requirements.

Deal tactfully and effectively with contractors, other staff and the general public.

Perform clerical work of average difficulty

Understand and follow both verbal and written directions.

Perform routine mathematical calculations accurately.

Verify and check files, records and other data.

Proofread typed material.

Stand, bend, sit, kneel, reach and move about safely in city business office work locations.

Pick-up, manipulate, move, raise and lower small business office equipment, materials and supplies, and work products weighing 30 lb. or less; and to use approved stepping stools/ladders to reach heights between 6'0" and 7' 6".

Operate the full range of business office equipment without special aides.

Read handwritten, typed or machine generated text, graphical and statistical material without aides other than eyeglasses and, or contact lenses.

Absorb data, learn and apply procedures required to perform the full range of analytic tasks required by typical duties of the class.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the required skills and knowledge is:

Experience: Three years of clerical experience including public contact and at least one year in a building department.

Education: Completion of the twelfth grade