

# CITY OF SANSOM PARK

## PERMIT TECHNICIAN

Open: Monday, October 9, 2017

Start: \$15.00 HRLY- DOQ

### JOB SUMMARY

The Permit Technician works under the direction of the City Administrator and Building Official. The main duties will be to assist in processing building permit applications, coordinates permitting activities with other departments, and performs related work in the City of Sansom Planning, Permits as well as Inspections. Greet, direct, and provide information to the general public and other City departments; answer and direct telephone calls for department personnel as necessary. Performs clerical and public counter work related to the City's development process, provides information to the public regarding City regulations, procedures, and policies. Reviews applications, documents, and plan submittals for permits to assure accuracy, completeness, and compliance with pertinent submittal requirements. Calculates and collects permit fees, issues permits, maintains logs and records of permits issued, performs simple plan checks, distributes, coordinates, tracks and files plans for plan checking. Assists in the planning and zoning, board of adjustment items to go before the Council. Performs other duties as required or assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Above knowledge and skill may be gained by one year of responsible secretarial experience involving typing, word processing, and spreadsheet applications OR by any combination of training and experience leading to the described level of knowledge and skill. Position is required to obtain an International Building Code Permit Technician Certification within one year of hiring date. Must possess or ability to obtain a valid Class C Texas Driver's License. Good knowledge of secretarial and modern office procedures and practices. Good knowledge of business English, spelling, and punctuation. Knowledge of basic mathematical functions including addition, subtraction, multiplication and division. Working knowledge of operation of various types of computer software including word processing programs and spreadsheets, personal computers and peripheral office equipment such as printers, faxes, copiers, typewriters, calculator, and other equipment. Ability to read documents, books, manuals, correspondence, reports and instructions written by hand and typed, ability to read computer screen. Ability to communicate orally both in person and by telephone. Skill in establishing and maintaining interpersonal relationships with co-workers and visitors to the department. Ability to organize and maintain filing systems both alphabetical and numerical. Ability to read, interpret, and research charts, tables, blueprints, Federal and State regulations, Ordinances and Statutes, organizational policies and regulations, financial data, and legal instruments. Ability to create, write and maintain records and reports; ability to complete forms. Ability to compose, type, file, copy, sort, and distribute memos, correspondence and forms. Ability to sit for extended periods of time in the input and retrieval of computer data. Ability to carry mail and other forms of paper documents weighing up to 20 lbs with departmental area and to other areas of City Hall. Ability to stand, push, pull, stoop while opening file drawers to place or retrieve files from cabinets. Ability to reach to perform activities at desk; ability to reach overhead in order to obtain supplies, books, and files in cabinets. Fine dexterity with fingers and hands required to handle items and to operate computer/typewriter/calculator. Ability to speak clearly over telephone and face-to-face situations. Ability to hear to assist general public and other City employees with policies and procedures. Work is performed indoors in an office setting. Work may be subject to time pressures, frequent changes to tasks, performing multiple tasks simultaneously, working alone 50% or more of the time, working closely with others as part of a team, and dealing with irate people at the front desk, as well as taking Water or Court payments as needed.

### EDUCATION, EXPERIENCE AND CERTIFICATION

Must have a High School Diploma or GED. Type 45 wpm. Two years or more experience working in general office practices and procedures. Experience in the building industry and customer service is preferred. Valid Texas Drivers License.

### CERTIFICATION

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Date Signed \_\_\_\_\_