PERMIT TECHNICIAN
JOB DESCRIPTION

JOB TITLE: Permit Technician	CLASSIFICATION: Office/Clerical	IMMEDIATE SUPERVISOR: Building Administrator or Plan Review Analyst
PAY GRADE: 11	DEPT: Community Development/ Building Dept	STATUS: FT PT EXEMPT NON-EXEMPT BARG UNIT NON-BARG UNIT

JOB SUMMARY: Performs clerical and technical work in the building, planning and development review function of the department; processes applications for building, zoning and related permits; schedules and records building inspections; interacts with developers, contractors and general public on related permitting and building issues. Work is performed under the supervision of the Building Official.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Processes permits - receives permit and project applications and verifies all information necessary for plan review and fee determination; routes to inspectors for review and fee calculation; issues permit number; prepares files, cards, and fee receipts.
- Receives and schedules requests for building inspections; distributes requests to inspectors.
- Provides information to developers, contractors and the general public on building issues such as flood zone elevations, zoning, property information, procedures, and ordinances.
- Assists with clerical tasks in the department, such as answering phones, serving customers, typing correspondence and reports, filing and records retention.
- Prepares monthly report for the building function.
- Is Cross Trained for Occupational Tax Technician Job Duties.

OTHER DUTIES:

- Receive and resolve or refer citizen complaints or requests for service.
- Assist with department special events and projects.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED, with course work in general office practices, typing, business math, and related subjects; and
- Two (2) years full time general clerical experience, preferably construction related; and
- Ability to type at least 30 words per minute (WPM); or

- Any related combination of training and experience.

Knowledge, Skills and Abilities:
- Knowledge of planning and building permit operation practices and procedures.
- Knowledge of business English, grammar, and basic math.
- Knowledge of record keeping and reporting.
- Ability to prepare and compose clear and concise letters and reports.
- Ability to make decisions based on department policy.
- Ability to establish and maintain effective working relationships with other employees, departments, government officials, and the public.
- Ability to learn the operating practices of municipal government.
- Ability to effectively communicate orally and in writing, and follow professional protocol.

SPECIAL REQUIREMENTS:
- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:
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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds of dead weight with knees extended and bending from the waist down. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

TOOLS & EQUIPMENT USED:
Telephone, computers, printers, calculators, and other related office software and permit tracking software.

ENVIRONMENTAL CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee rarely works in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, such as cleaning chemicals. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days.

SELECTION GUIDELINES:
Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

HISTORY:
Created 03-21-01
Revised 04-24-06
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