

# Permit Technician

**Department:** Administration  
**Division:** Building and Housing  
**Supervisor:** Building Official  
**Salary:** Non-exempt  
**Status:** Full-Time

\$27,636.96 - \$42,582.00 Annually  
\$2,303.08 - \$3,548.50 Monthly  
\$13.29 - \$20.47 Hourly

Education and Experience: A High School diploma or GED. Two (2) years of office support experience, cartographic or technical planning, or permitting, or licensing support experience preferred.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. This position must obtain Permit Technician certification from the International Code Council within twelve (12) months of appointment.

## General Purpose

Under general supervision, provide complex technical assistance to the public and provide support to planning functions and activities. Perform a variety of routine general office functions, assist in field inspections and investigations, assist in the enforcement municipal code, state and federal laws and regulations, zoning, licensing and health and safety issues.

## Typical Duties

Operate standard and specialized equipment as necessary. Involves: Use copier, fax, printer, scanner, personal computer with generic office productivity software and multi-line telephone. Greet and assist City employees, officials and the public as required. Involves: Respond to visitors in a courteous manner. Answer phones, take messages or forward inquiries to the appropriate party exercising proper telephone etiquette. Perform miscellaneous tasks as assigned.

Perform specified clerical, administrative and other support tasks. Involves: Respond to customer inquiries. Assist the public by providing land use, zoning, map copies and other information. Review and enter data, update logs and databases. Maintain accurate documentation and tracking of violations, inspections, and code enforcement activities. Post to basic accounting records; prepare vouchers or other documentation. Maintain existing alphabetical, numerical or chronological files. Prepare and edit simple documents and form correspondence for review and approval. Sort and file documents. Attend classroom training and seminars. Assist with the preparation of reports and records necessary for presentation in court and testify in court. Research property ownership.

Perform land use, case history or other research. Involves: Conduct field investigations, photograph site locations, identify land usage, measure exact distances and prepare sketches of existing problems or proposals to assist the Building Official and Code Enforcement. Assist in compiling information on special studies, address and/or readdress houses and land.

Accept, process and review building and planning permits. Involves: Research permit and inspection information as needed. Review applications for completeness and accuracy. Compile, coordinate, and distribute all construction documents to the appropriate authority for review

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and ultimate approval for permit issuance. Assist customers with permit review application and inspection process to ensure compliance with various codes. Process applications for services or permits. Calculate charges for services to be performed. Make copies of maps, specifications, as-builts, and construction plans and documents for permanent files. Fax copies upon request to field staff, contractors, architects, consultants and the public.

Organize and stock equipment and supplies as assigned. Perform a variety of clerical and para-professional tasks to assist staff, as assigned. Refer complex queries to more knowledgeable staff. Assists with city functions and special events and performs other duties as required or necessary.

## Knowledge, Skills, and Abilities

- Application of good knowledge of planning and drafting techniques.
- Application of good knowledge of geographical information systems.
- Application of good knowledge of mapping, drafting, graphics and illustration methods and materials.
- Application of some knowledge of public relations methods.
- Application of good knowledge of city, state, or federal Building codes, City ordinances, rules, regulations and standards in issuing permits.
- Application of good knowledge of research methods.
- Read and interpret legal descriptions of parcel of land from information of public record or data derived from other sources.
- Read and use zoning maps, plat maps, land use maps and aerial maps.
- Prepare clear, concise oral and written communication.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.

## Other Job Characteristics

- Lift and carry items up to 50 pounds.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work with CADD and GIS software.
- Exposure to hazardous environmental conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens.
- Occasionally work rotating shifts, flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.
- Subject to call back, and working flexible hours, weekends, holidays and mandatory overtime.