**CITY OF FRUITLAND PARK**

**JOB DESCRIPTION**

**JOB TITLE:** Permit Technician I **PAY GRADE 101**: $15.53-$25.88

**DEPARTMENT**: Community Development **FLSA STATUS**: Non-exempt

**REPORTS To**: Sharon Williams **STATUS:** Full-Time

**NATURE OF WORK:**

The Permit Technician serves as the first point of contact for the Community Development Department serving the public and registered contractors within the City; provides customer service to the public; responds to public disclosure requests; processes permit applications and performs other related duties.

**PRIMARY RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

* Respond to routine permitting inquiries and provide customer service to the public at the permit counter and via telephone, email, and/or facsimile.
* Processes or schedules inspection requests and coordinates with the Building Official or other City staff routinely.
* Receives and processes various types of permit applications; reviews applications for accuracy and completeness.
* Researches and communicates the status of permits to applicants.
* Maintain alphabetical and numerical files as necessary for proper record keeping.
* Creates permit files and distributes applications for review; updates and maintains permitting records; tracks and reports on permit activity; determines, collects, and receipts permit fees; processes Certificates of Completion.
* Reports all complaints and other emergency information to the proper City staff in a timely manner.
* Assists, when necessary, other staff members in the department during intense work cycles and/or emergency situations.

**MINIMUM QUALIFICATIONS:**

* Typical administrative practices and processes associated with local government offices or functions, proficient knowledge of computer systems and office machines used by the department.
* Ability to establish and maintain an effective working relationship with other staff, outside agencies, contractors, engineers, architects, and the general public.
* Communicates effectively; verbally and in writing.
* Ability to perform multiple tasks efficiently meeting deadlines while maintaining a pleasant and courteous demeanor in a fast-paced environment.
* Ability to organize, prioritize, and carry out work with minimal supervision.
* Maintain a professional appearance and attire.
* Maintain regular attendance.

**EDUCATION AND EXPERIENCE REQUIRED:**

* High school diploma or G.E.D. equivalent.
* Minimum two (2) years of general clerical experience; Building Department work experience preferred.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL JOB FUNCTIONS:**

* Valid Driver’s License with a satisfactory driving record, as defined by City policy.
* Acceptable vision (with or without correction).
* Acceptable hearing (with or without correction).
* Ability to communicate orally.
* Ability to sit at a desk and view a computer screen display for extended periods of time.
* Ability to lift up to 20 – 25 pounds.
* Ability to stand for extended periods of time.

**ENVIRONMENTAL CONDITIONS:**

* Work in an office environment.