

## **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.