JOB DESCRIPTION

PERMIT TECHNICIAN

Department:	Development Services	**Classification/Grade:**	18
Division:		**FLSA Status:**	Non-Exempt
Reports to:	Development Services Director	**Safety Sensitive:**	No
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	2004

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Provide specialty support to construction plan checking, building inspections and permit issuance activities by answering the phone and walk-in inquiries at the front service counter and match to appropriate person. Provide proper information, receive plans, schedule inspections, collect fees, issue permits and maintain a variety of related records and documents.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Provide information regarding building permitting, zoning applications and basic plan review process and procedures to developers, contractors, property owners and the public at a service counter, over the telephone, and through email.
3. Receive plans, other building documents, and zoning applications for review; ensure that the submittals are complete and contain required information before accepting.
4. Review, log, and track permit applications insuring applications are moving through various departments and steps toward a permit. Ensure proper approval.
5. Calculate required plan review and inspection fees, collect funds and issue receipts and balance monies received on a daily basis.
6. For new and existing projects, answers questions about the need for approvals, permits and inspections, general code compliance of designs applications, procedures and material.
7. Inform customer how to schedule building inspections via the phone or internet.
8. Review plans for permit application; ensure that required subsidiary permits and documentation is received prior to permit issuance.
9. Properly organize and file necessary documents for the period required, and ensure that they remain properly retained for retrieval as needed.
10. Perform difficult, complex technical and/or specialized office support work, which may require the exercise of independent judgment, the application of technical skills and knowledge of detailed or specialized activities related to the Building and Planning Departments.
11. Use a computer to respond to inquires, enter plan submittal data and develop and manage databases and/or spreadsheet files and report formats.
12. Research and assemble information from a variety of sources for the completion of forms or the preparation of reports regarding the building permit process. Organize, maintain and purge various departmental files; develop indexing systems; photocopy and microfilm information as required.
13. Route plans to required departments and agencies for review and track review status.

14. Contribute to the efficiency and effectiveness of the department's service to its customers by offering suggestions and direction or participating as an active member of a work team.
15. Use standard office equipment, including a computer and microfilm and microfiche equipment, in the course of the work.
16. Be dependable and meet acceptable attendance requirements at all times.
17. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
B. Research for information as directed.
C. May train others in work procedures or direct the work of others on a project or relief basis.
D. Perform other related duties as assigned

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Basic policies and procedures related to the building permitting process.
- Basic construction terminology; blue print reading; principles of municipal zoning and building codes; planning, building, and public works permit review.
- Components of construction plans, specifications, structural calculations, energy analyses, and material safety data sheets.
- Computer applications related to the work; business arithmetic; office administrative practices and procedures.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.
- Basic plan review processes.
- Building Codes, including Mechanical, Electrical, Plumbing, Building, ADA, and any other codes used by the City of Mesquite.

Ability to:

- Read and accurately interpret plans and specifications.
- Perform specialized building permit and plan review support work.
- Read and explain rules, policies and procedures.
- Analyze and resolve varied building permitting and plan submittal problems.
- Organize, maintain and research departmental files and records.
- Enter data into a specified computer format.
- Compile and summarize information and prepare periodic or special reports.
- Use initiative and independent judgment within established procedural guidelines.
- Organize own work, setting priorities and meeting critical deadlines.
- Contribute effectively to the accomplishment of team goals, objectives and activities.
- Establish and maintain effective working relationships with those contacted in the course of the work..
- Prepare clear and comprehensive written reports and correction sheets.
- Maintain cooperative working relationships with engineers, architects, contractors and the general public.
- Work independently with little supervision.
- Work under stressful conditions.
- Understand and follow oral and written instructions.
- Operate and use modern office equipment including computer and computer programs.

- Physical ability to perform essential functions of the job.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D. Speak and write Spanish fluently preferred

Experience: One (1) year of clerical experience. Basic knowledge and understanding of zoning, building construction, and plan review.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

WORKING CONDITIONS:

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Physical exertion is present due to occasional bending, twisting, reaching, standing, walking and stooping. Must be able to handle stressful situations and must carry/lift/push or pull loads of up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: October 2004
September 09 (Drivers License)
May 2013 (Reports to)