



Permit Technician Job Description

The Permit Technician serves as the first point of contact for Development Services, responsible for the administrative and frontline building permitting, construction, inspection and related activities, to include file maintenance of all required contractor licensing information, issues contractor trade permits as required, coordinates Certificate of Occupancy Inspections, provides building official with inspection requests, schedules inspections with outside inspection services when necessary, answers process and procedure questions for the permit and inspection process.

Reports to:

Building Official

Salary:

\$29,874-\$40,418

Exempt:

No

Essential Functions:

Duties include, but are not limited, to:

- Serves as first point of contact for building construction for walk-in and phone customers.
- Answers general questions for processes and services provided by Development Services to include permit applications, the technical process of inspection request and procedures.
- Processes or schedules inspection requests and coordinates with the Building Official.
- Processes permit applications for commercial, residential, miscellaneous, signs, temporary use, projects in the City of Manor. Reviews for completeness and records receipt and forwards to appropriate department for review.
- Provides fee information and project numbers for fee collection.
- Reviews, reads and understands construction plans to ensure all City ordinances are followed.
- Serves as file manager for electrical, plumbing, irrigators and mechanical trade licenses, insurance and bonds.
- Serves as file manager for all building permits, certificate of occupancy, vendor, health inspection and other documents issued or approved by the City of Manor Development Services Department.
- Processes all permits after the completion of plan review by the Building Official.
- May process over the counter permits for subcontractor trade permits that include plumbing, electrical, mechanical, roof, irrigation and water softeners.
- Coordinates Certificate of Occupancy inspections with customers and other city staff.
- Process Certificates of Occupancies for approval by Director of Development Services.
- Input data into City computer software for monthly report preparation.
- Forwards all outside reports to the Building Official for review and filing.

- Reports all complaints and other emergency information to the proper city staff in a timely manner.
- Assists when necessary (approved by the Director) other departments during intense work cycles and/or emergency situations.

Qualification Requirements:

- Typical administrative practices and processes associated with local government offices or functions, or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure
- Effectively respond to a stressful or high pressure environment.
- Work in a multi-task environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple task efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.
- Maintain regular attendance.

Education/Experience Required:

- High School diploma/GED required.
- Education requirements include an Associate’s degree or equivalent in public or business administration, or related field.
- Two (2) years of experience in administrative work preferably in a development services department or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

Other Requirements:

- Valid Texas Class C Driver’s License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.
- Preferred experience with Building Permitting Software – MY PERMIT NOW.

Preferred Certification:

- First Aid and CPR/AED

Supervisory Responsibilities:

No

Working Conditions:

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- May include flexible hours, including week-ends, holidays and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including over-night stays, involving training and conducting City business.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying and other administrative work.
- Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.
- Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.
- Must be able to handle stressful situations.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

The City of Manor is an Equal Opportunity Employer

Employee Name: _____ Date: _____

HR Coordinator: _____ Date: _____