



## CITY OF BENTON

### Permit Technician

#### Job Description

**Job Title:** Permit Technician

**Classification:** Non-Exempt

**EEO Category:** Part-time

**Department:** Community Development

**Reports to:** Community Development Director

**Pay Grade:** \$14.02 – 20.30 per hour

### SUMMARY

The **Permit Technician** provides professional administrative support to the City Planning Director. The incumbent also supports in the issuing of permits and acts as recording secretary for the Community Services Committee. Position is deemed essential personnel and safety sensitive.

### ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position:

- Answers questions and provides information to citizens, developers, and other interested parties regarding planning procedures;
- Greets the public, addresses questions and answers calls;
- Assists with purchasing construction permits (electrical, plumbing, heating, air conditioning and building);
- Creates and maintains commercial building permit files;
- Receives plans for zoning, variances and new subdivisions, and maintains related files;
- Maintains information from inspectors regarding tabulation for pay;
- Balances cash report from permits and transfers for deposit;
- Provides supporting documentation for re-zones and variance requests including pictures, maps and department head reviews;
- Secures construction sign-off sheets as needed;
- Schedules and attends department meetings as directed regarding residential and commercial plats;
- Assists with correspondence to City personnel, developers and builders;
- Creates and maintains files for correspondence, information and data;
- Issues street cut permits, along with the date, location, and cost of permit;
- Prepares agenda packets and supporting documents for Planning & Zoning, Board of Adjustment, and Historic District Commission meetings;
- Notifies Community Services, and Historic District Commission members, and the press or other media of scheduled meetings;
- Transcribes minutes for Community Services Committee Meetings;

- Prepares and disburses monthly activity reports;
- Provides technical information regarding permit procedures and relevant codes;
- Performs data entry related to permit sales and inspection process;
- Communicates inspection requests to appropriate inspectors and respective contractors;
- Records and maintains information from inspectors regarding structural violations;
- Maintains list of licensed City and State contractors;
- Maintains familiarity with City ordinances and regulations relative to department;
- Records inspections by contract employees and submits report to Accounts Payable for payment;
- Issues Certificates of Occupancy to contractors and relays Certificate of Occupancy information to banks and mortgage companies;
- Distributes work orders to City and non-city utility departments;
- Performs other duties as necessary or assigned.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

### **ENVIRONMENT & PHYSICAL ACTIVITY**

The noise level in the work environment is usually moderate. The employee works in an office environment.

The position involves writing, keyboarding, speaking, listening, lifting, carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling, and reaching.

The incumbent for this position may operate any or all the following: telephone, copy machine, scanner and image systems, computer terminal, personal computer, printers, or other equipment as directed.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and frequently required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, and color vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **MENTAL DEMANDS**

The incumbent in this position must remain current and informed on related regulatory updates, City ordinances/resolutions/policies and applicable Federal, States, Municipal statutes, rules, and regulations. He/she must be able to read and understand documents, instruments, and highly technical reports; perform detailed work; and problem solving. Incumbents must also display proficiency in analytical reasoning, math, language, presentation skills, and verbal and written communication with internal and external customers. He/she must educate citizens and the public regarding City ordinances/resolutions/policies and the consequences of not adhering to them. Incumbent must be able to effectively manage deadlines, multiple concurrent tasks, and constant interruptions. He/she shall conduct departmental services/operations in a professional, effective and efficient manner. Incumbent shall schedule work activities during employee's absences (due to sick/vacation time) and distribute workflow appropriately. Incumbent must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

### **SAFETY SENSITIVE**

This position is designated as a safety sensitive position because it requires the regular handling of highly sensitive and confidential City and customer information on a routine basis. Performing this job in a discreet and professional manner always requires alertness. Any lapse of attention could have a significant financial impact on the City and its customers, or on others while operating a motor vehicle.

### **MINIMUM REQUIREMENT & COMPETENCIES**

Basic experience, knowledge and training in housing and nuisance codes typically resulting from a combination of education or years of experience or the equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to satisfactorily perform the essential functions of the positions.

#### **Basic Qualifications:**

- High school diploma, or equivalent
- Twelve (12) to eighteen (18) months of related experience.
- Basic proficiency in Microsoft 365

Knowledge

- Knowledge of building codes, building permits, and related ordinances.
- Knowledge of construction drawings for code compliance.

Skills

- Energetic personality with strong interpersonal communication.
- High attention to detail and accuracy.
- Strong sense of ownership and initiative, collaborative and flexible attitude.
- Strong customer focus and relationship building skills.
- Strong problem solving and communication skills.
- Excellent organizational skills.

Abilities

- Ability to communicate in a positive, friendly manner to employees, supervisor, coworkers, clients, etc. at all times.
- Ability to develop and accurately maintain departmental records as mandated or necessary.
- Ability to read, interpret, and comprehend laws, codes, and ordinances.
- Ability to read, interpret, and comprehend federal housing rehabilitation rules and regulations.
- Ability to identify code violations during the inspection of existing residential structures and vacant lots.
- Ability to locate, read, and interpret legal descriptions, maps, and ownership records.

**ACKNOWLEDGEMENT**

Management reserves the right to change this job description at any time according to business needs. This document does not represent a contract of employment and is not meant to alter the at-will status of an employee's employment in any way. The City of Benton reserves the right to change this job description and/or assign tasks for the employee to perform, at any time, with or without notice, as it may deem appropriate.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_