



POSITION DESCRIPTION

Position Title: Permit Technician
Level / Grade: A3 / 3
FLSA Status: Non-Exempt

GENERAL DESCRIPTION OF DUTIES

Under direct supervision, the purpose of the position is to assist citizens and contractors with the processes of application, review and approval for building permits and inspections, enforcing compliance with established State, County and City safety codes. Employee is responsible for administrative/clerical work in relation to regulatory standards, inspection activities, and permitting and licensing functions for building construction throughout the City. Performs other essential duties in support of departmental objectives to assist in ensuring the safety and welfare of the general public and business community. Performs related work as directed.

ESSENTIAL JOB FUNCTIONS

Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.

- Receives inquiries and requests from the general public and business community, ascertains the needs of the customer and providing appropriate assistance and information through friendly, professional customer service skills.
- Performs data entry tasks, and issues the appropriate documentation with compliance to established building codes and regulations.
- Coordinates all commercial and private inspection and permitting documentation to enforce compliance with South Florida Building Code of each respective trade; e.g., structural, electrical, mechanical, plumbing building/development.
- Performs routine and non-routine administrative duties, as dictated by the nature of the task; e.g., data entry, records keeping, filing, basic calculations, typing.
- Receives telephone inquiries ascertains the nature of the call, and resolves personally or directs it to the appropriate individual or department.
- Performs a variety of essential record keeping duties, and maintains department record keeping and filing systems relevant to permitting.

PERMIT TECHNICIAN

- Performs various fiscal tasks, e.g., informs resident and business customers of required fees, registers receipt of payment through the Finance Department, daily log of revenue received via mail, maintains accurate report of revenue received, monitors pending services for receipt of proper payment.
- Generates correspondence, memos, agendas, orders, reports, forms, permits or other relevant materials appropriate to the assigned department.
- Receives and distributes inward and outward inner-office mail.
- Performs related duties as directed.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:

High School Diploma or GED; supplemented by two (2) years of experience with the intake and processing of building and other construction-related permits; or an equivalent combination of education, training, and experience.

Preferred Qualifications

Associates Degree; supplemented by four (4) years of experience with the intake and processing of building and other construction-related permits; two (2) years of previous employment in a local government position related to permitting; or an equivalent combination of education, training, and experience.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.