



CITY OF POST FALLS
invites applications for the position of:

Permit Technician

SALARY:	\$17.01 Hourly
DEPARTMENT:	Community Development Department
DIVISION:	Building
OPENING DATE:	07/06/22
CLOSING DATE:	Continuous

CLASS SPECIFICATIONS:

The primary function of an employee in this class is to provide technical assistance and customer service, preliminary building plan review, process permit applications, maintain permit records and files, and perform a wide variety of technical and clerical support. The position is under the direct supervision of the Building Official or other designated staff, with some latitude allowed for independent judgment and initiative. The principal duties of the position are performed in a general office environment.

EXAMPLES OF WORK DUTIES:

- Answers telephones, provides information, and assists customers regarding permits and inspections;
- Performs preliminary plan inspections to determine completeness and accuracy;
- Processes permit applications and issues permits;
- Maintains permit documents, records, correspondence, and updates permit files;
- Performs a variety of mathematical calculations to determine fees and estimate costs;
- Issues permits for building, mechanical, electrical and plumbing work;
- Schedules building inspections, ensuring proper documentation and current file information is available for inspectors;
- Prepares and files correspondence, permits, reports, letters, memoranda, spreadsheets, forms and other administrative material;
- Compiles information for reports, including photographs, staff notes and other information;
- Prepares weekly and monthly department statistical reports;
- Schedule and prepare for various meetings;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs all work duties and activities in accordance to City policies, procedures and safety practices;
- Coordinates with other staff, divisions and departments on various projects, public relations, project management, meetings, and project administration;
- Performs other related duties and required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Basic principles and practices of local government administration as related to the construction permit process;
- Construction techniques and permit terminology;
- Building codes;
- General understanding of zoning;
- Customer service methods and techniques;
- Standard practices and procedures for issuing permits including but not limited to, building, mechanical, re-roofing, plumbing, water/sewer, sprinkler, demolition, and electrical;
- Basic accounting procedures.

Ability to:

- Follow written and oral instructions;
- Read and interpret construction plans, blueprints, designs, maps, diagrams, and related documents, including relating them to actual construction;
- Interpret and explain the permit process;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Perform mathematical calculations to determine permit fees and estimate costs;
- Prepare a variety of written and verbal reports, correspondence, memos, and documents;
- Communicate effectively and establish and maintain working relationships with other employees, the public, contractors and other interested and affected parties including in difficult situations and under pressure;
- Perform a wide variety of duties and responsibilities with speed and accuracy under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.

ACCEPTABLE EXPERIENCE AND TRAINING:

- High School Diploma or GED equivalency; preferable supplemented by coursework in office practices or general business classes; and
- Two (2) years construction permit technician, and/or construction office experience, preferable in a professional office environment or a discipline similar to construction or public works; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.postfallsidaho.org>

Position #070622PermitTech

PERMIT TECHNICIAN

JB

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