



CITY OF MARICOPA
invites applications for the position of:

Permit Technician I

SALARY: \$14.96 - \$16.52 Hourly
\$31,116.80 - \$34,361.60 Annually

OPENING DATE: 08/27/20

CLOSING DATE: Continuous

GENERAL SUMMARY:



Are you a challenger of the status quo of 'how we've always done it' seeking a position where you are given the freedom to innovate? We are a young City writing our history and looking for the right candidate to join our Economic & Community Development department. We are hiring a talented Permit Technician 1 to join our dynamic team in building the City of Maricopa. The principal function of an employee in this class is to perform a variety of clerical and technical support functions related to the issuance of building, construction, and right-of-way permits and/or is tasked with administration and support of the enforcing ordinances. Provides customer assistance by answering basic questions regarding the on-line permitting system (SmartGov), code enforcement, building codes and ordinances, permit status, and the overall process. This position may participate in corrective action for violations of the City's municipal, zoning, subdivision, nuisance, and sign codes.

The City of Maricopa is strategically located in Pinal County a half-hour southwest of Phoenix and 35 minutes from Phoenix Sky Harbor Airport, Maricopa is one of the fastest growing cities in Arizona. Incorporated in 2003 as the 88th municipality in Arizona, Maricopa has grown from a population of about 1,500 in 2003 to its estimated current population of 54,000.

Numerous projects are underway laying the groundwork to make Maricopa a destination city.



Downtown Development



Creation of a Regional Attraction



Development of an Industrial Park



Expanding Agra-Tech Research & Development

ESSENTIAL DUTIES & RESPONSIBILITIES:

We take an entrepreneurial approach to government, eliminating bureaucracy and focusing on results. We are looking for an enthusiastic and qualified Economic & Community Development professional to join our team.

Duties and Responsibilities:

- Processes building permits by logging permits in the database, routing them to proper departments for review, and issuing permits to customer.
- Receives, records, and investigates complaints from the public, staff, and outside agencies regarding violations of municipal codes, ordinances, standards, and health and safety regulations; documents violations by taking photographs and other pertinent data; researches ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.
- Receives and reviews applications, plans, and other construction documents; determines sufficiency of submittals; advises applicants on requirements for complete submittals; participates in post submittal project review.
- Prepares notices of violation or noncompliance and citations according to applicable codes and regulations and issues to property owners and other responsible parties by methods allowed by code.
- Assists with various administrative tasks by scheduling and resulting inspections, scheduling meetings, filing permits and applications, performing data entry and assisting customers at the counter and over the telephone.
- Researches records and provides customers with specialized site-specific property information such as approved building permits, finalized building plans, certificate of occupancies, contractor's affidavits, special inspections certificates, zoning, site and plot plans.
- Updates and maintains available electronic information including the City website.
- Performs other related duties as assigned.

The ideal candidate will have:

- General building codes, Construction terminology and MS Office.
- Planning and zoning ordinances, site plans, and census tracts.
- Gas, water, electric, and sewer utilities, and the terms used in the installation of these utilities.
- Basic symbols and terminology used in engineering drawings.
- Customer service principles and techniques.
- Applicable zoning, property maintenance and environmental safety ordinances.
- Problem solving.
- Tact and diplomacy.
- Operation of job-related software applications.
- Performing a variety of duties, often changing from one task to another of a different nature.
- Oral and written communication.
- Initiative and independent judgement.
- Computer software skills: word processing, Outlook, Excel, etc.
- Performing a variety of duties, often changing from one task to another of a different nature.
- Meet schedules and deadlines of the work.
- Thoroughly learn and interpret the City's Code which includes the components of zoning, lighting, landscaping, signage, subdivisions and minor land divisions.
- Communicate verbally on complicated code and zoning issues in a clear and concise manner.
- Work cooperatively with other City employees and the public often under difficult circumstances
- Perform research.
- Convey technical information accurately.
- Meet schedules and deadlines of the work.
- Follow oral and written instructions.

MINIMUM AND PREFERRED ENTRANCE QUALIFICATIONS:

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High school diploma (or GED equivalent)
- At least two (2) years of related work experience that provides the experience needed to learn the municipal permitting process, including the use of a variety of software systems.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Preferred Qualifications

- Bi-lingual in Spanish
- ICC Permit Technician certification
- Experience with Code Enforcement/Permitting Software

COMPENSATION

The anticipated starting salary range is \$31,127 to \$32,680 depending upon qualifications and experience. The City of Maricopa offers participation in the Arizona State Retirement System, health insurance for the entire family, and other competitive benefits including a four-day work week.

APPLICATION AND SELECTION PROCESS

Qualified candidates should apply on-line at www.Maricopa-az.gov. Applicants will be screened against criteria provided in this brochure.

The City of Maricopa is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at hr@maricopa-az.gov. Requests should be made as early as possible to allow time to arrange the accommodation.



COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES:

Only those candidates who appear best qualified, based on the requirements listed on the posting and review of all submitted applications, resumes and supplemental materials for background, experience and training, will be invited to any combination of written, performance, or oral appraisals to further evaluate their job-related experience knowledge, skills and abilities.

It is the candidate's responsibility to accurately provide all pertinent information on the resume/application. The City of Maricopa will NOT accept any additions, corrections or revisions to a candidate's applications after the eligibility determination has been made.

Candidates will be notified of all times and dates of examinations and interviews.

The job description is subject to change as the needs and requirements of the job change. Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change.

Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. City employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

The City of Maricopa is an Equal Opportunity Employer. Any applicant requiring additional assistance, please contact the Human Resources Department for accommodations. Prior to appointment, selected candidate(s) must pass a drug screening, criminal history check, and, if necessary for the position, a physical evaluation, motor vehicle record check, and/or credit history check. The City of Maricopa supports a drug and alcohol-free workplace.

The Smoke-Free Arizona Act is to protect Arizonans from the harmful effects of second-hand smoke; therefore, the City of Maricopa prohibits smoking in all designated "no smoking" areas, including enclosed areas and areas within 20 feet of the entrances. www.smokefreearizona.org (A.R.S. § 36-601.01)

In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and provide evidence of entitlement to work in the United States. All I-9's are verified through E-verify.

Please note: City applications are "Public Record."

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.maricopa-az.gov>

Position #ECDPT-2020-01
PERMIT TECHNICIAN I
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39700 West Civic Center Plaza
Maricopa, AZ 85138
520-316-6805

hr@maricopa-az.gov

Permit Technician I Supplemental Questionnaire

- * 1. Are you a Certified ICC Permit Technician?
- Yes
 No
- * 2. Do you have two (2) years' experience in a private development or municipal permitting process, including utilization of permitting software and geographic information systems (GIS)?
- Yes
 No
- * 3. How many years of experience do you have as a permit technician?
- No experience
 Less than 2 years'
 2 years' to less than 3 years'
 3 years' to less than 5 years'
 5 years' to less than 8 years'
 8 or more years'
- * 4. How many years of experience do you have working with Smartgov?
- No experience
 Less than 2 years'
 2 years' to less than 3 years'
 3 years' to less than 5 years'
 5 years' to less than 8 years'
 8 or more years'
- * 5. How many years of experience do you have working with GIS Systems?
- No experience
 Less than 2 years'
 2 years' to less than 3 years'
 3 years' to less than 5 years'
 5 years' to less than 8 years'
 8 or more years'
- * 6. How many years of relevant experience do you have involving municipal code enforcement?
- No experience
 Less than 2 years'
 2 years' to less than 3 years'
 3 years' to less than 5 years'
 5 years' to less than 8 years'
 8 or more years'
- * 7. How many years of experience do you have working with Eplansoft?
- No experience
 Less than 2 years'
 2 years' to less than 3 years'
 3 years' to less than 5 years'
 5 years' to less than 8 years'
 8 or more years'
- * 8. Which of the following best describes your level of education?
- High School or G.E.D
 Some College
 Associates Degree
 Bachelors Degree
 Masters Degree
 PhD
9. Are you bi-lingual? If so what languages do you write and speak in?

* Required Question