

COMMUNITY: City of Eloy
POSITION: Permit Technician
Job Code: 3001
HOURLY: \$16.54 - \$25.64
DEADLINE: Open Until Filled



Summary: Under general supervision, reviews and processes permit applications, building plans, planning and zoning submittals and related documents; organizes and schedules inspections, provides customer assistance, calculates and administers permit, plan review and development impact fee charges, and interprets City codes and policies.

Essential Job Functions: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides customer service; answers questions as the first point of contact for customers; processes documents, and permit applications; answers questions within his/her scope of authority and training.
- Reviews and accepts building permit applications; reviews applications for completeness; calculates applicable fees; prepares and issues receipts; accepts plan revisions from applicants, contractors and others; reviews plot plans, design drawings and supporting documents for completeness; forwards plans to appropriate staff for review and assists in compiling staff comments.
- Responds to preliminary questions on zoning, land use, permit readiness, development impact and plan review fees and other issues; explains policies, codes, standards and code compliance violations.
- Provides public information regarding building and planning submittal requirements and review processes.
- Coordinates with GIS staff to provide new physical addresses and corrects addresses that are out of range; may perform field inspections to validate physical address issues.
- Works with developmental staff to complete permit applications, and tracks permits in process.
- Creates and organizes permit files and files for various documents; enters application data into computer and manual filing systems; compiles and maintains accurate and detailed records; prepares monthly permit and development summary reports for a variety of City departments and other agencies.
- Contacts and maintains communication with contractors on current projects.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of City policies and procedures.
- Knowledge of applicable Federal, state, and City codes, regulations, laws, statutes, and ordinances.
- Knowledge of the policies and procedures for processing and issuing regulatory permits.
- Knowledge of property descriptions, planning and zoning concepts and related development terminology.
- Knowledge of the principles of record keeping and records management.
- Skill in reading and interpreting maps and drawings.
- Skill in reading, understanding and applying permitting rules and regulations, and City policies and procedures.
- Skill in providing superior customer service and tactfully resolving customer service issues according to policies and procedures, when warranted.
- Skill in making arithmetic calculations quickly and accurately.
- Skill in operating a personal computer utilizing a variety of business software including but not limited to Microsoft Word, Excel, IWork's.
- Skill in establishing and maintaining cooperative working relationships with employees, elected and appointed officials, other agencies and the general public.
- Skill in effective communication, both verbal and written.

Minimum Qualifications:

High School Diploma or GED; AND two (2) year's clerical and customer service experience minimum.

Must maintain a valid State of Arizona driver's license; International Code Council (ICC) Permit Technician certification is required within one (1) year of hire. Bilingual skills (English/Spanish) are desirable.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.

TO APPLY ONLINE:

In order to apply for this position you will have to fill out a City of Eloy application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: <http://www.loyaz.gov>

Experience is highly desired for all positions. The City of Eloy conducts background screening and may conduct drug screenings on prospective employees (dependent on position). The City does not hire at the top of the pay range. Candidates may start above the beginning of the pay range depending on qualifications. The City of Eloy is an EOE/AA Employer.