

Permit Technician Float

The ideal candidate will maintain building department files and construction documents, as well as, be the first correspondence to all building inquires. The ideal candidate will conduct basic plan reviews which requires some knowledge of general development and construction practices. Working daily with the general public providing customer service phone support and counter support receiving various types of construction permit applications, contractor registration documents and payments. A key to success in this position will be daily contact with the general public requiring tact and diplomacy; making frequent decisions requiring sound and mature judgment and the ability to multi-task and to work under a busy and sometimes demanding work environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This position will float between the Cibolo City Hall Office and the Live Oak City Hall Office

- Provide outstanding service to internal staff and customers.
- Timely processing incoming emails, calls and messages regarding permit and inspection procedures; building code regulations; city ordinances; and state and federal law applicable to construction practices.
- Develop methods and procedures to ensure a smooth and proper function in the processing of development and permit applications and issuance of permits.
- Prepare and submit activity reports resulting from building permit reports.
- Process and route complaints to appropriate department.
- Schedule Certificate of Occupancy inspections.
- Develop and prepare customer handouts and detail sheets of departmental procedures; and various types of permit applications for public access and use
- Develop forms necessary for processing of building permit applications
- Maintain project files on all building applications and permits.
- Maintain contractor registration files on an annual basis.
- Conduct basic plan and application reviews and issue various types of building and sub-trade permits.
- Intake of permit applications and building plans for new construction; distribution of plans as necessary to all associated departments for plan review.
- Provide technical support to other departments in the issuance and collection of fire, engineering, and floodplain permits.
- Schedule Inspections for customer walk-ins; contractors and inspectors.
- Perform related duties and fulfill responsibilities as required.

EDUCATION, WORK EXPERIENCE, CERTIFICATIONS AND LICENSES REQUIRED:

High school diploma or a GED equivalent.

A minimum of two years previous experience is preferred, or any combination of experience and training that provides the necessary knowledge, skills and abilities.

Certification as a Permit Technician from the International Code Council (ICC) is preferable.