



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

PERMIT TECHNICIAN

Engineering Services

Pay Grade: 50 Pay Range: \$15.03 to \$21.05 per hour plus benefits
New employees usually start at beginning level of pay range.
FLSA Status: Non-Exempt (eligible for overtime)

Qualifications: Education and/or experience equivalent to one (1) year post-high school class work in one or more of the following areas: civil engineering or surveying, construction and building field work, permitting, regulatory or other technical work and four (4) years of administrative/clerical experience. Must possess a valid Arizona driver's license. Certified Floodplain Manager preferred.

Tasks: Receives, logs and extracts information from plans; researches and identifies the availability of water and sewer service and lines utilizing the digital Geographic Information System (GIS) mapping system; generates and submits requests for water and sewer utility services, and calculates utility connection charges.

Serves as primary contact within the One-Stop Permitting Center for telephone and in-person requests for information pertaining to Public Works (e.g. right-of-way work, building permits, assessor parcel numbers, property line measurements, plan review for grading, drainage and erosion controls, City infrastructure) from builders, developers, contractors and the general public; retrieves data from computer or hard copy files, answers and documents questions and provides clerical support. Position crosstrains with Building Inspection personnel to enter permit information at time of application, verify permit fee information and issue building permits. Files and maintains construction drawings received in conventional or electronic formats; files flood insurance maps and associated studies and other information.

Knowledges, Skills, and Other Characteristics:

Knowledge of engineering and surveying practices; ability to read as-builts.

Knowledge of Federal, State, and City rules, regulations, policies, procedures, codes, and ordinances related to public works.

Knowledge of occupational hazards and safety precautions.

Knowledge of record keeping and file maintenance practices.

Skill/Knowledge of basic GIS practices.

Skill in computer hardware and software related to area of assignment.

Skill in researching and responding to a wide variety of questions related to the position.

Skill in written communications for administrative and technical purposes.

Skill in oral communication in one-on-one and group situations.

Skill in utilizing public relations techniques in responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, engineers, contractors, and City residents.

Skill in teamwork and participating in cross training program with City employees within work area.

Skill in reading and understanding engineering and/or construction drawings.

Skill in reading and understanding FIRM/Floodplain maps to determine base flood elevations.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

Applications must be received by 5:00 P.M. December 9, 2013

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(928) 777-1315 (800) 748-6205 TDD (928) 777-1100 Fax: (928) 777-1213

Email: hr@prescott-az.gov Visit our website at www.cityofprescott.net

Posted: November 21, 2013

MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Fourteen (14) days paid time off; Ten paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security contributions; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.