CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

PERMIT TECHNICIAN – Community Development

Pay Grade: 48 Pay Range: $13.75 to $19.25 per hour plus benefits
New employees usually start at beginning level of pay range. FLSA Status: Non-exempt (eligible for overtime)

Qualifications: High School diploma or equivalent. Two years experience in a building inspection office, private construction office or an architectural design office. Other construction related experience would be considered. The ability to obtain an International Code Council Permit Technician Certification within six (6) months of hire. Must possess and maintain valid Arizona driver's license and pass pre-employment drug test.

Tasks:
The Permit Technician shall assist building professionals, design professionals, and the general public with building project inquiries, processing of permit applications, routing of plans to assigned departments, assist the permit specialist with review of plans for completeness and accuracy prior to acceptance of plan submittal. Support the permit specialist as needed. Review simple projects for non-structural code compliance and issue permits when applicable.

This is a front line permit counter position. The employee in this position meets with design professionals and the general public at the counter regarding general building information, site development procedures, plan submittal requirements and procedures, building fees and permit processing procedures. The position requires some knowledge of construction codes and techniques; zoning and other site related codes. Duties require extensive public contact at the permit counter or by phone, issuance of building permits for re-roofs, gas lines, electrical upgrades, residential water or gas re-pipes. The Permit Technician will also oversee the maintenance of the computerized permit system and perform other duties as assigned. Excellent customer service skills are a must in this position.

Major Duties:
- Acts as primary contact for city construction code information.
- Reviews building permit applications for completeness and accuracy.
- When appropriate, approves site plans for zoning setback and height requirements, and public works site requirements.
- Reviews construction documents for small projects such as decks, fences, carports, or garages. The level of review will depend upon employees' knowledge and time available.
- Enters permit information at time of application.
- Enters and verifies building, and water and sewer utility permit fee information.
- Issues permits.
- Assists Plans Examiners and Development Coordinator with DRC and Site Review process.
- Maintains computerized permit and IVR systems.
- Manages the administration of the permit records.
- Assists the Division Manager with the office administration as needed.

Knowledge of:
- Building construction, materials, and methods, zoning, fire and related codes and ordinances.
- Computers and their application in plan review.

Ability to:
- Establish and maintain effective working relationships with architects, engineers, contactors, fellow employees and the general public.
- Read, interpret, and explain codes, plot surveys, specifications, and blueprints.
- Make mathematical calculations.
- Communicate accurately and courteously both orally and in writing.

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 (reading, writing, speaking) in person and over the telephone in English; bilingual skills beneficial.
Applicant must be free from mental disorders that would interfere with performance of duties as described.

***Deadline*: Applications must be received by 5:00 p.m. March 24, 2006**

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: personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net **Job Hotline:** (928) 777-1280
EEO/M/F/V/H/D/NSE Posted: March 8, 2006

Para oportunidades de emploeo con la Ciudad de Prescott, favor de llamar 928-777-1279. Empleo con la Ciudad de Prescott requires hablar, leer y escribir el in habilmente. El aspirante de empleo debe comunicarse eficazmente en Ingles, por habla lectura y escritura.

MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: *Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; 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.