

***All Applications are accepted in the Human Resources Department @ 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

JOB OPENING

PERMITTING/CONTRACTOR LICENSING TECHNICIAN

Grade 18: \$24,369.88 (\$11.72/hr.) - \$33,594.15 (\$16.15/hr.)

DEPARTMENT: BUILDING & CODE ENFORCEMENT

DIVISION: PLANNING & DEVELOPMENT

GENERAL DESCRIPTION:

This is a responsible administrative technical work involving direct public contact and a working knowledge of the rules and requirements for the processing of all construction permits. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS:

1. Greets the public and answers various questions concerning construction permits, etc.
2. Processes applications and plans for permits. Checks applications for correctness and completeness.
3. Issues Building, Mobile Home, Electrical, Plumbing, Mechanical, Swimming Pool, Gas, and other permits by computer, and collects monies for the permits.
4. Answers telephone inquiries regarding permits.
5. Files building plans and building applications.
6. Checks the current license of contractors applying for permits. Processes requests for Competency Cards. Maintains insurance data on contracts.
7. Attends CILB and CBAA meetings and records minutes.
8. Posts inspection information by computer on permits cards.
9. Takes inspection requests via phone and in person. Relays messages to inspectors.
10. Posts information to various records. Prepares various reports to surrounding cities in the County.
11. Responds to inspectors' radio calls regarding permits.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of business English, spelling and arithmetic. Knowledge of office practices and procedures. Ability to understand and follow oral and written instructions. Ability to make decisions in accordance with laws, regulations or policy and apply these to work problems. Ability to receive the public with considerable poise, tact, patience and courtesy. Ability to make minor decisions according to prescribed policies. Ability to use data processing equipment.

EDUCATION AND EXPERIENCE:

Graduation from a standard high school or possession of an acceptable equivalency diploma including or supplemented by courses in business practices and typing. Three (3) years of clerical experience, including some experience in direct public contact or one (1) year experience in permitting, inspection and contractors applications and record keeping.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

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LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without corrections).

Acceptable hearing (with or without correction).

Ability to communicate both orally and in writing.

Ability to access, input and retrieve information from a computer.

Ability to sit at a desk and view a display screen for extended periods of time.

Ability to enter data at a prescribed rate of speed.

Ability to access file cabinets for filing and retrieval of data.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Approved by BOCC 3/6/03