



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

**TITLE:** Senior Permit Technician      **LAST UPDATED:** March 28, 2014  
**DEPARTMENT:** Development Services      **JOB CLASS:**  
**REPORTS TO:** Chief Building Official      **FLSA DESIGNATION:** Non-exempt

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**Summary:** Under general supervision of the Chief Building Official, the Senior Permit Technician coordinates work assignments, and participates in the performance reviews for the Permit Technicians and Customer Service Representatives. This position also processes building permit applications, maintains division databases to track information on permits, plan reviews, building inspections, code enforcement, and health inspections. Performs routine technical and customer service duties for the department.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Coordinates work assignments for the Permit Technicians and Customer Service Representatives;
- Participates in the performance reviews for the Permit Technicians and Customer Service Representatives.
- Enters data to track information on permits, plan reviews, building inspections, code enforcement and health inspections for commercial and residential building permits.
- Assists applicants with forms and technical questions related to building permit process.
- Tracks projects from initial application through issuance of Certificate of Occupancy.
- Reviews building plans for compliance with Federal, State and City building rules, regulations, codes and ordinances.
- Researches building code questions for contractors, developers, division staff and the public.
- Maintains and updates revisions to codes and ordinances, and provides notifications of revisions to builders, contractors, developers, engineers and architects.
- Reviews, accepts and processes permit applications and documents, assesses permitting fees, provides receipts for fees paid, provides change, reconciles and closes out cash drawer at close of business.
- Maintains, updates and reviews new building permit software.
- Provides technical assistance and training to staff in the use of computer software and databases.
- Maintains records inventory and follows procedures for records management and storage,
- Coordinates with the City Secretary regarding records retention, filing systems, protection and security of files and records and transfer/disposal according to retention schedules.
- Coordinates with City Secretary to respond to Public Information Requests for division.

### Other Important Duties:

- Maintains and updates department records and files.
- Assists in preparing graphic designs, charts, and spreadsheets for reports.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills:**

- Knowledge of building rules, regulations, codes and ordinances.
- Knowledge of research methods to respond to building code and ordinance inquiries.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in reviewing construction plans and applications for compliance with building, zoning, health and safety codes and ordinances.
- Skill in creating illustrations, designs, charts and graphs for division reports, records and presentations.
- Skill in maintaining bookkeeping records and reconciling receipts.
- Skill in training other employees in the utilization of computer software and databases.
- Skill in resolving customer complaints and concerns.

**Preferred Education, Experience, and Certifications:**

- High School Diploma or G.E.D., **and** three (3) years construction permit or plan review experience; or equivalent combination of education and experience.
- Must possess or be able to obtain International Council of Building Officials Permit Technician Certificate issued within six (6) months from date of employment.
- May be required to obtain additional advanced training to enhance job performance.
- Must pass pre-employment drug screen, criminal background check and MVR check.
- Must possess valid State of Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to occasional bending, reaching, kneeling and lifting such as retrieving or replacing building plans, files, records and documents.

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine and other standard office equipment.

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Approved By:

  
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Steve Covington, Chief Building Official

03/28/2014  
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Date

  
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Shannon Allyn, Human Resources Generalist

03/28/2014  
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Date