Town of Hillsborough Position Description
Permit Technician

Department: Building and Planning
FLSA Status: Non-exempt

Bargaining Unit: Public Works and Clerical
Revision Date: 5/2007

GENERAL PURPOSE

Under general supervision, performs a variety of routine and complex technical work to support minimum standards safeguarding life, limb, health and property, and regulation and control of design, construction and quality of materials, use and occupancy, location and maintenance of all buildings and structures within the Town's jurisdiction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Issue building, plumbing, mechanical, electrical and landscape permits
- Perform plan checks
- Cashier and daily balance of all Planning, Public Works, Engineering, Recycling and Building Dept. permits and associated documents issued
- Issue, log and track bonds issued for Building Dept. permitted projects
- Schedule daily inspections
- Review documents, certifications and reports for permit issuance and final inspections
- Submit incident investigation reports requested by Police/Fire Depts.
- Enforce Fire Dept. requirements in high-risk areas
- Enforce business license requirements
- Coordinate and work in conjunction with all depts. on large scale projects
- Final permits; process and file documents
- Track time limitations and constraints on construction projects
- Track time limitations on permits and issue expiration notices
- Enforce Town mitigation measures such as back-flow and pressure-reducing devices
- Coordinate and conduct pre-construction meetings for larger projects
- Monitor tree protections
- Stay current on changing codes, laws, manufacturers and material requirements
- Process plan and documentation for department change to Micro-Piche

DESIRED MINIMUM QUALIFICATIONS

Four (4) years prior experience very desirable; education equivalent to completion of the twelfth grade, supplemented by courses and/or seminars in planning, building inspection, construction technology, blueprint reading and business. Familiarity with construction practices and terminology. Ability to perform multiple tasks simultaneously; balance competing demands. Ability to make defensible, logical decisions. Ability to work with minimal supervision, as well as part of a team. Fast and accurate keyboarding skills. Ability to proactively seek out information and solutions and keep current on new and changing information and technology. Ability to easily tolerate change, ambiguity and working in grey areas. Cash handling experience preferred. Ability to maintain positive working relationships and communicate effectively with co-workers, property owners, developers, architects, engineers and contractors. Must be able to obtain a Permit Technician certification through ICC within one year of hire if one is not already current.

City Manager:_____ Date:_____