

Permit Technician

City of Hutchinson

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Posted	April 01, 2022
Employment Type	Full-time, Non-exempt
Compensation	\$14.77 - \$22.16 hourly / \$30,729 - \$46,091 annually (depending on qualifications)
Company	City of Hutchinson
Location	City Hall, 125 East Avenue B Hutchinson, KS 67501 US



WELCOME

We recognize and respect the amount of time you are about to invest by applying to this open position. If you complete this job application, you will be kept informed via email status updates (and text messages, if you opt in) throughout the evaluation process.

By continuing with this job application, you will be asked to answer job-specific questions. Please note that the questions contained in this job posting are our sole intellectual property.

We will evaluate your submission as soon as administratively feasible. If selected to proceed in the recruitment process, you will be directly contacted or receive an email (and text message, if you opt in) with scheduling instructions.

Thank You,
The Hiring Manager

SPECIAL NOTE: If you do not receive a confirmation e-mail within minutes of your job application submission, please check your email bulk or spam folders.

COMPANY DESCRIPTION

Make a Difference, Join Us! The **City of Hutchinson** employs over 400 employees that serve our community every day. City employees make Hutchinson a great place to live, work, and play. We take pride in our work and it shows. Come be a part of a workforce that makes a difference! We're always looking for talented, self-motivated individuals to join our team. If you think you're ready to be a part of an exciting team, then we encourage you to continue with this applicant friendly, online job application!

City of Hutchinson is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.

JOB DESCRIPTION

START DATE: Approximately June 1, 2022

Under general supervision of the Director of Building & Neighborhood Services, performs technical and specialized office support work involving the acceptance, completeness review, calculation of fees, distribution, and issuance of over-the-counter building permits for the City of Hutchinson. This position also provides administrative and clerical support functions for the department including receiving code and property complaints as well as providing and collecting information from developers, engineers, architects, property owners and the general public.

KNOWLEDGE OF:

- Sections of the International Building Code relating to the permit process, inspection procedures, and various types of construction;
- Basic real property description terminology and concepts;
- Business arithmetic; and office practices and procedures;
- Correct business English, including spelling, grammar and punctuation.

SKILLED IN:

- Gathering and verifying data;
- Planning and organizing tasks;
- Communicating effectively with individuals from various socioeconomic, ethnic, and culturally diverse backgrounds;
- Using computer hardware and software including work processing, spreadsheets, databases;
- Interpreting and applying complex written and verbal instructions;
- Reading and interpreting blueprints, site plans and architectural designs;
- Determining compliance with appropriate codes and ordinances.

ABILITY TO:

- Calculate square footage and fees from plans; read and interpret building plans, civil improvement plans, construction documents, and maps for compliance with submittal requirements;
- Interpret, explain, and apply policies, procedures, and laws relating to the permit process;
- Perform detailed, technical, and specialized permit support work including pre-screening of submittals; develop professional reports, letters, and data analysis reports; edit and proof written materials; prepare and maintain complete, accurate, and concise reports and records;
- Communicate clearly and concisely verbally and in writing;
- Work independently and in a team setting;
- Organize and prioritize work exercising initiative and using sound judgment;
- Establish and maintain effective working relationships with fellow employees, officials and the public;
- Always maintain confidentiality and exhibit discretion when handling confidential information;
- Use initiative and independent judgment within established procedural guidelines;
- Organize own work, set priorities and meet critical deadlines;
- Manage projects and multiple priorities simultaneously;
- Work effectively under stress.

RESPONSIBILITIES

- Provide information regarding building permitting, zoning applications and basic plan review process and procedures to developers, contractors, property owners and the public at a service counter, over the telephone, and through email;
- Verifies documentation necessary to accept initial permit application submittals, performs completeness reviews, calculates required plan review and inspection fees, collect funds and issue receipts and balance monies received;
- Distributes construction and plan review documents to the respective staff for review, monitors and confirms status of plan review for pending permits, prepares all written documentation and approved plans for permit issuance;
- Performs data entry and maintenance of electronic files and spreadsheets related to plan review and permit issuance, monitors all documentation related to post issuance reviews and approvals, schedules and coordinates final inspections;
- Regularly works with and assists other permit technicians, including processing permit payments and balancing receipts, scheduling and coordinating interim permit inspections;
- Performs general clerical duties including typing, filing, and photocopying, gathers data and prepares weekly and monthly reports, prepares correspondence, memos and other written materials, maintains accurate records, prepares all requisitions and purchase orders, maintains department inventory, sorts and distributes incoming mail;
- Acts as receptionist for the Building & Neighborhood Services Department, pre-screens and provides information and direction to all incoming customers, answers phone calls for Building Permits, Building Plan Check, Building Inspections, and Code Compliance and routes messages or requests for service, answers questions regarding basic code and permit requirements.

QUALIFICATIONS

- **EDUCATION:** A high school diploma or GED is required.
- **EXPERIENCE:** Three (3) years of full-time experience performing general clerical or secretarial support duties requiring attention to detail, application of rules, regulations, policies, and procedures, and extensive public contact. Proficiency with computer hardware and software including Microsoft Office word processing, spreadsheets and databases. Construction related knowledge and experience is desirable.
- **CERTIFICATIONS/LICENSES:** Must obtain International Code Council (ICC) Permit Technician Certification within one (1) year from date of appointment. A valid Kansas driver's license is required.

BENEFITS

- Health, Dental & Vision Insurance
 - Flexible Spending Accounts: Medical & Dependent Care
 - Retirement: KPERS & 457 Retirement Savings Plan
 - Insured Disability
 - Life Insurance & Optional Voluntary Life Insurance
 - Death Benefit
 - Service Connected Death
 - Vacation Leave, Sick Leave, Floating Holidays & City Designated Holidays
 - Employee Assistance Program
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