



**Job Title:** Senior Permit Technician  
**Department:** Planning & Building Department  
**Reports To:** Building Official  
**Salary Range:** \$21.63 - \$31.92, DOE  
**Hiring Range:** \$21.63 – \$26.77

<b>Job Status:</b> Regular, Full-Time	<b>FLSA Status:</b> Non-Exempt	<b>Town Status:</b> Classified
<b>Origination Date:</b> 2/16/2010	<b>Revision Dates:</b> 7/1/2012, 1/17/20, 11/01/20, 3/1/22, 4/12/22	

**JOB SUMMARY**

Responsible for the consistent and efficient operation of the front counter assisting customers, processing building permits, and supporting the plan review and inspection functions. Reviews and approves permits for single family residences from a model plan, solar plans, pool plans, and other non-complex permits. Responsible for maintaining Building Safety records and archiving.

**ESSENTIAL FUNCTIONS**

*Essential Functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.*

- Responsible for the consistent and efficient operation of the front counter assisting customers, processing building permits, and supporting the plan review and inspection functions. Responsible for verifying and accepting complete submittals, distributing submittals to other departments, tracking timeframes, calculating fees, entering required inspections, other data entry, issuing permits, printing permits, and notifying applicants. Reviews and approves permits for single family residences based on an approved model plan, solar plans, pool plans, and other non-complex permits.
- Greet visitors, receives and distributes telephone calls, messages and mail. Provides information, answers questions regarding department activities and special projects.
- Serves as reference source and initial contact for the public and staff employees.
- Receives, reconciles and deposits payments.
- Coordinates electrical clearances between inspectors, builders and electric utility company. Receives approval for and processes invoices, bills and other purchases.
- Calculates building permit and zoning fees and calculates sewer fees as applicable. Responsible for maintaining advanced payment accounts and preparing statements for builders.
- Responsible for the permit processing system, including meeting established time frames, maintaining record/log of permits, and archiving and storing plans and permits.
- Maintains filing, archival and storage system; closes out files for finalized plans and permits in preparation for archiving.
- Prepares reports for distribution to Town Council, US Census Bureau, County Assessor, State Office of Manufactured Housing, various state and local agencies and interested members of the public. Prepares and submits routine, recurring and technical reports, analyses and recommendations.
- Performs all work duties and activities in accordance with department and/or Town policies and procedures.



- Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Health and Safety Manual.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

#### **MINIMUM QUALIFICATIONS**

- High School Diploma or General Equivalency Diploma (G.E.D.)
- Three years as a Permit Technician issuing building permits, or four years general administrative support experience preferably in a business or construction office; or any equivalent combination of formal education and experience sufficient to perform the essential functions.
- ICC Permit Technician certification within six months of hire.

#### **PREFERRED QUALIFICATIONS**

- Additional education in a related field is preferred, such as at a community college, or vocational, business, or technical trade school.

#### **REQUIREMENTS**

- A valid Arizona driver's license is required within ten days of hire.
- Must be able to pass a background investigation.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

**THE TOWN OF SAHUARITA IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT**