



## CITY OF ST. AUGUSTINE BEACH POSITION DESCRIPTION

<u>POSITION TITLE:</u>	Permit Technician
<u>DEPARTMENT:</u>	Building and Zoning
<u>REPORTS TO:</u>	Permit Manager
<u>EXEMPT:</u>	No

### MAJOR FUNCTIONS:

Perform clerical and secretarial work of considerable variety. Carry out responsibilities and assigned tasks necessary for the effective operation of the Building and Zoning Department. Work is performed under limited supervision.

### DUTIES AND RESPONSIBILITIES:

Prepare and issue permits as required by adopted State and/or City ordinances, and receive cash, checks, and credit and/or debit card payments and issue receipts for permits.

Assist contractors and members of the public applying for permits as owner-builders with permit applications and other required documents.

Maintain contractor license information in accordance with State and City ordinances, and assist contractors in getting licensed and registered to work in the City.

Receive and prepare inspection requests.

Answer phone calls and questions from the general public regarding permitting, contractor licensing and registration, and building and zoning issues, or direct the individuals to personnel that can answer the inquiry.

Assist the general public with flood elevation determinations and public records requests, including reproduction of documents, as requested by the Permit Manager, Director of Building and Zoning and/or the City Manager.

Assist staff as needed in the event of a major storm or other emergency.

Perform other related work as required and/or as assigned.

### SUPERVISORY RESPONSIBILITIES:

None.

### MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of an equivalency diploma. Ability to type 50 words per minute. Have extensive knowledge of basic computer programs including Microsoft Word, Excel, Power Point, Outlook, etc., and records management systems, and be able to operate office equipment such as copiers, fax machines, calculators, cameras, etc. Ability to communicate in standard English orally and in writing with the public and other employees. Possession of a valid Florida driver's license is required.

### SKILLS AND ABILITIES:

Be able to perform all of the duties and responsibilities listed above as well as have the ability to maintain professional integrity, knowledge of interpersonal communication principles and techniques, and knowledge of departmental reporting procedures, forms and record keeping.

### PHYSICAL DEMANDS:

Must have the ability and manual dexterity to operate various office tools and equipment, ability to lift and carry twenty (20) pounds, ability to safely operate a motor vehicle, ability to meet job demands and deadlines under challenging and/or stressful conditions.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

The City of St. Augustine Beach, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.