



**DRIPPING SPRINGS**  
Texas

**BUILDING PERMIT TECHNICIAN  
FULL-TIME NON-EXEMPT**

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**A. GENERAL PURPOSE**

Receives and processes Residential Building Permit applications; issues Residential Building Permits and Certificates of Occupancy; and processes Contractor Registrations. Assists in processing Commercial Permit applications. Assists in coordinating permit reviews with other city departments and agencies. Handles customer inquiries and complaints, provides permit related information to customers, and organizes and maintains related records and reports.

**B. SUPERVISION RECEIVED**

Works under the general direction of the Building Official.

**C. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides assistance, information, forms, and permits to the public; receives, reviews, and processes applications for permits and licenses; collects and processes appropriate information, and applies applicable policies and procedures in determining completeness of applications, records, and reports; assess fees; issues and approves building, electrical, mechanical, plumbing, fire, and other related permits.
2. Inputs, retrieves, and updates data and text information related to building permits, inspections, and building and construction activity into various customized data bases.
3. Works as a liaison between permit applicants and plan reviewers to ensure information is transferred accurately and timely; explains procedures and requirements to applicants; coordinates review process with other staff members and departments; compiles correction comments from other departments and issues correction letters.
4. Coordinates with Building Official to ensure that permit applicants have complied with any special development regulations; ensures that permit applicants have obtained required approvals from other agencies.

5. Verifies completion of all special conditions prior to issuance of Certificates of Occupancy for both commercial and residential.
6. Responds to and resolves difficult and sensitive citizen inquiries and complaints; answers customer complaints pertaining to application procedures, development regulations or policies.
7. Prepares a variety of statistical and narrative reports including permit, inspection, and building and construction activity reports; prepares or updates application forms and informational handouts as needed.
8. Reviews and processes applications for permits; reviews for accuracy, completeness, and compliance with established procedures; receives, balances, and deposits payments, and maintains complex financial and accounting records.
9. Performs general administrative duties; files, schedules appointments, composes, types and proofreads a variety of documents.
10. Operates a variety of modern office equipment to include, but not limited to, printers, copiers, calculators, multi-line phone systems, scanners, or other specialized equipment, and personal computers in a Windows based computing environment using standard or customized software application programs appropriate to assigned activities.
11. Performs other duties as assigned.
12. Travels to various destinations in and out of the City for work related purposes.
13. Builds strong rapport with City personnel, contractors, and other individuals and businesses within the community.
14. Performs residential exterior lighting inspections to ensure compliance with the Outdoor Lighting Ordinance prior to issuing Certificates of Occupancy.

#### **D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

High school diploma or equivalent; AND two (2) years of office or clerical experience, preferably within a municipality; OR an equivalent combination of education, training, and experience.

Must obtain International Code Council Permit Technician Certification within one year of hire.

1. Ability to establish and maintain effective working relationships with employees, City officials, and the public.
2. Ability to communicate effectively orally and in writing.

3. Ability to type, file, and sort documents.
4. Knowledge of applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
5. Knowledge of basic terminology, practices, and procedures used in building trades and construction.
6. Ability to write business letters and basic reports.
7. Ability to learn, interpret and apply department policies, procedures, organization, and operating details, as well as development regulations.
8. Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.
9. Ability to establish, maintain, and foster positive and effective working relationships with those contacted during work.
10. Ability to provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
11. Ability to maintain confidentiality.

#### **F. TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; 10-key calculator; phone; copy machine. Proficiency in Microsoft Office Suite to include, Outlook, Word, and Excel.

#### **G. SPECIAL REQUIREMENTS**

A valid state driver's license.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

#### **H. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

While performing the duties of this job, the employee regularly works inside an office. The employee occasionally works outside on project sites for inspection purposes, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the office work environment is usually mild.

## **I. WORK HOURS**

This is a forty hour per week position. Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday except holidays. This is a full-time non-exempt position and eligible for overtime pursuant to the needs of the City and at the direction of the Building Official and the Deputy City Administrator. Any overtime hours performed must be preapproved by the direct Supervisor or Deputy City Administrator.

## **J. SALARY**

Pay range is \$18.00 to \$20.00 hourly. Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

## **K. BENEFITS**

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as maybe modified by the specific employee's offer letter.

## **L. EQUAL OPPORTUNITY EMPLOYER**

The City's employment decisions are made without regard to race, color, religion, sex, age, sexual orientation, military status, veteran status, national origin, mental or physical disability, pregnancy, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. To discuss an accommodation, please contact the People & Communications Director, Lisa Sullivan, at (512) 858-4725.

**Please note:** *This Position Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*