



City of Edgewater

P.O. Box 100 • Edgewater, Florida 32132-0100

**Permit Technician
Position Available
April 16, 2024**

Permit Technician Position Available April 16, 2024	
Position Title:	Permit Technician
Closing Date:	Open until filled
Annual Salary:	\$36,150.40
General Summary:	Under direct supervision performs technical and clerical duties providing specialized processing services for building permits and administration of adopted standards relating to construction and land use permits. Reports to the Building Official and/or the Development Services Director.
Description:	<p>Provide information to contractors and the general public relating to application and permitting requirements, permit status, zoning information, setbacks, contractor license status, complaints and other issues as they arise</p> <p>Reviews permit applications for all required information and/or documentation</p> <p>Distribute application for necessary reviews</p> <p>Monitor progress of permit review</p> <p>Verify completion of all required reviews, and notifies applicant of approved permit</p> <p>Serve as liaison between reviewing agencies and applicant</p> <p>Process and issue fence, shed, electrical, plumbing, mechanical, tree, sign, lawn irrigation, demolition, above ground pool, fill, driveway and other permits</p> <p>Perform specialized processing functions for permits</p> <p>Prepare a monthly report of permits used and valuation; permit, plans review and re-inspection fees collected; inspections performed, stop work orders issued, condemnation notices issued, etc.</p> <p>Maintain building permit packets with detailed files of official records pertaining to the process</p> <p>Maintain current records of contractors and subcontractors, which includes: copy of state license if applicable; certificates for insurance for liability and workers compensation; and occupational license</p> <p>Answer phones and assists customers at the counter</p> <p>Images documents using scanners</p> <p>Maintain confidentiality of records</p> <p>Must adhere to Federal, State, County and Local ordinances</p>
Minimum Qualifications:	<p>High school diploma required</p> <p>International Code Council certification as a permit technician required *</p> <p>Administrative office experience preferred</p> <p>Business and computer training preferred</p> <p>Notary Public of the State of Florida preferred</p> <p>Any equivalent combination of training and experience, that provides the required knowledge, skills and abilities</p> <p>*Note - Permit Technician Certificate requirement must be obtained within two (2) years of hire. (May be extended at the Director's recommendation.)</p>
<p>Applications may be obtained from the Human Resources Department, or from our web site www.cityofedgewater.org Education documents must be submitted at time of application EOE/DFWP/VP</p>	