City of Rapid City
Job Description

<table>
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<tr>
<th>Job Title</th>
<th>Building Services Permit Technician I &amp; II</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>BPT1, BPT2</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>AU01, AU02</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<tr>
<td>Date Revised:</td>
<td>12/14/2020</td>
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**General Summary:** This position is responsible for assisting the public at the service counter, providing technical office support duties related to the processing and issuance of building permits and building permit inspections under the direct supervision of the Building Official.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

**Building Services Permit Technician I:**

- Responds to customer requests for inspections, schedules inspections, maintains schedules and notifies inspectors and/or other departments as necessary.
- Provides information to members of the public and permit applicants regarding building permit requirements, inspection, and general requirements of the permit process; obtains general information from customers regarding permitting needs; assists the public in completing building permit applications; responds to telephone inquiries regarding permits, permit processes, building codes, and other related ordinances and local laws.
- Maintains accurate records, data bases and filing systems related to all building and construction permits and inspections.
- Prepares invoices for building permits, collects and tracks fees and invoices, prepares certificates of occupancies. Processes and issues building, electrical, plumbing, mechanical, grading, and other related permits. Calculates fees based on established fee schedules, and monitors approval of plans by other regulatory agencies.
- Provides initial customer service by answering phones and directing calls to appropriate individuals and/or departments;
- Prepares and assists in the preparation of correspondence, specialized reports, resolutions, ordinances, statistical data, records and supporting data related to the department.
- Performs special projects using advanced computer/digital software including imaging/scanning projects, creating data bases and integrating work flow processes. Maintains computer files and other manual logs on all building permits and related documents.
- Prepares and posts electronic agendas and records/transcription of minutes for boards and committees as assigned by the Building Official.
- Prepares required legal notices and publications.

**Building Services Permit Technician II:**

- Assists Building Official and Building Plans Examiners in reviewing simple residential projects and plans to ensure that code requirements are met.
- Reviews plans, engineering and permit documents, and other pertinent information at the public counter in order to verify accuracy and completeness of information;
- Processes permit applications and performs plan intake to determine processing needs for projects.
• Interviews and obtains information from customers in order to determine their needs; obtains technical and code information from customers regarding permitting needs; informs customers of special requirements and special problem areas such as high fire hazard areas and flood zones in order to expedite the permit process.
• Performs records research in order to document project history compliance; coordinates permit processes with outside agencies to ensure that all permit requirements are being met.

Qualifications:

Education and/or Experience:

**Building Services Permit Technician I:** High school diploma or GED equivalent and one year of experience reading and interpreting construction plans and building codes or related experience.

**Building Services Permit Technician II:** High school diploma or GED equivalent and two years of experience reading and interpreting construction plans and building codes, which includes one year in a public permitting agency working with other agencies.

Certificates, Licenses, Registrations:

**Building Services Permit Technician I:** Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

**Building Services Permit Technician II:** Must possess an International Code Council (ICC) Permit Technician.

Working Conditions:

_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 enable individuals with disabilities to perform the essential functions._

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Physical Demands:

_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 enable individuals with disabilities to perform the essential functions._

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.