



Job Title:	Certified Permit Technician		
Department/Group:	City Manager's Office	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$18.88 – \$28.00/hour	Position Type:	Full-Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: Attention: Human Resources – Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Under general supervision of the Building Department Supervisor, participates in front counter operations, accepts, reviews and processes permit applications, “issues” building permits for all residential and commercial building projects. Develops and maintains a working relationship with contractors, developers, consultants, and residents to achieve compliance with all federal, state, county and city codes and ordinances.</p> <ul style="list-style-type: none"> • Processes permit applications and building plans for new commercial and residential projects. • Reviews applications for completeness and accuracy. • Distributes multiple plans to departments for review. • Examines contractor submitted plans to check for completeness and compliance with Florida building codes, city ordinances and FEMA compliance. • Assists in completing permit applications by explaining and advising in matters related to building permit requirements. • Accepts cash and credit card payments. Verifies cash and credit card reports are in compliance with the accounting system and generates a daily deposit report. • Answers permitting inquiries in person, by email and telephone. • Enters application requests into the MUNIS software program. • Verifies contractors/subcontractors are registered with the City and County. 			



- Provides customer service, which includes greeting customers, answering phones, responding to requests for information or service and performing other related activities or duties as assigned.
- Calls customers to notify them of inspection results and completed permits.
- Supplies Building Supervisor with monthly reports, cash reports, permits activity, etc.
- Related work and/or other duties as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum three (3) years' experience as a Certified Permit Technician in a State, County and/or Municipal Building Department involving extensive public contact. Adheres to the processes and procedures associated with construction permits; record management practices; general office operations; familiarity with building code and construction terminology.

Preferably, the Building Permit Technician requires possession of, or ability to obtain within three (3) months of appointment, a Permit Technician Certification from the International Code Council.

Possession of a valid Florida Driver's License.

PREFERRED SKILLS

The following skills are necessary to perform this position:

- Strong customer service and proven organizational and interpersonal skills.
- Experience working in a building department, construction or related field.
- Ability to read and understand reference books and manuals such as; building code books, blueprints, etc.
- Must have a basic knowledge of building codes, ordinances, terminology, construction techniques, etc.
- Ability to communicate effectively with the public and other city employees by oral and written means.
- Ability to establish and maintain effective working relationships with architects, contractors, public officials, co-workers and members of the general public.
- Ability to work independently in the absence of supervision.
- Skills in organizing and prioritizing workload.
- Must be detail oriented.
- Knowledge of M/S Word and Excel software and other basic computer programs.
- Knowledge of Muni-code and BMS a plus.
- Knowledge of basic paper and electronic filing principles and practices.

ADDITIONAL NOTES

Requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; and strength and agility to lift and carry items weighing up to 20 pounds. Some



accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

ADA COMPLIANCE:

The City of Madeira 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.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Cover letters and resumes may be included but are not accepted in lieu of application form. All applications will become public record under Florida law.

AA/EOE/DFWP

Submit completed application for employment to: Human Resources Coordinator
300 Municipal Dr. Madeira Beach, FL 33708 or humanresources@madeirabeach.com