



Permit Technician

Location: Whitestown

Reports To: Building Commissioner

Full/Part Time: Full Time

Regular/Temporary: Regular

Wage (Hourly/Salary): DNE \$ 57,200.

PURPOSE:

This position oversees, manages, and coordinates building permit related activities. This position will work closely with building department staff in scheduling permit inspections, responding to customer questions and managing the permitting system. Reasonable accommodation may be made to enable individuals with disabilities to perform the job responsibilities.

RESPONSIBILITIES:

Working under the direction of the Building Commissioner, the Permit Technician's responsibilities will include, but are not limited to:

- Reviewing and processing applications for building permits
- Ensuring all applications comply with local, state, and federal building codes and regulations
- Assisting contractors, homeowners, and the public with permit application processes
- Maintaining accurate records of all permits issued
- Coordinating with builders and designers to clarify details on permit applications
- Coordinating with other city departments for permit approval
- Assisting in the preparation of permit related reports
- Processing payments for permit fees
- Providing excellent customer service, resolving issues or referring them to the appropriate department.
- Coordinate plan review services with other departments.
- Assist with various administrative services for the building department.
- Perform other related responsibilities as assigned.

To apply, please email your cover letter and resume to
Angie Veatch, at aveatch@whitestown.in.gov

Permit Technician – Continued

QUALIFICATIONS & SKILLS:

- Good communication skills to explain procedures clearly to the public and outside parties.
- Initiative-taking with the ability to work both independently and as a part of a productive work team.
- Knowledge of current technology and software applications (including Microsoft Office suite) appropriate to the assigned responsibilities
- Strong organizational and time management skills.
- Able to manage information in a timely and accurate manner.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High School diploma or GED required.
- A minimum of 2 years' experience working in an office environment preferred

Physical Demands/Work Environment:

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.

The incumbent must be able to:

- Perform work in a standard office environment.
- Frequently stand/walk, sit, perform desk-based computer tasks, use a telephone.
- Deal with the public in a calm, constructive, and reasonable manner.
- Read and analyze documents and use a computer.
- Lift a maximum of 25 pounds.

The Town of Whitestown offers competitive salaries and benefits, including health insurance, retirement plans, and professional development opportunities. If you are a motivated and experienced professional looking to make a positive impact on your community, we encourage you to apply for the Permit Technician position.

To apply, please email your cover letter and resume to
Angie Veatch, at aveatch@whitestown.in.gov