

# Permit Technician

We are small, but in the middle of it all. The City of Tolleson is one of the best places to start or advance your career. Incorporated in 1929, we are committed to providing employees with opportunities for learning and growth. Are you interested in joining our team? If you are passionate about making a difference in the community, the City of Tolleson is looking for people like you.

## ***Position Description***

The Permit Technician responsibilities include, but are not limited to: Customer support at the counter and over the phone, permit application review to ensure completeness and accuracy, fees calculation, building permit processing and issuance, verification that projects have obtained all necessary approvals prior to permit issuance, applicant notification when construction documents and/or permits are ready for pick up, maintaining files, and resolution of resident inquiries. Other duties assigned include accepting utility payments from residents and balancing a cash drawer daily and serving as a Notary Public.

## ***Qualifications***

High School Diploma or GED and 3 to 5 years as a permit technician; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. ICC Certification highly desired or achieve certification within twelve (12) months of hire.

## ***Physical Demands***

Positions in this class typically require: reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Working Conditions are in an office setting. Depending on assignment some travel may be required.

## ***Job Information***

**Website:** [www.tolleson.az.gov](http://www.tolleson.az.gov)

**Closing Date:** **Open until filled**, applications will be reviewed weekly to be considered for a virtual interview

**Hiring Salary: (B22)** \$42,920.54 - \$52,577.68 D.O.E (\$20.63 – \$29.92 hourly)

**Full Salary Range for Position: \$42,920.54 - \$62,234.81**

## ***Additional Application Information***

*It is important that your application shows all relevant work experience and education. Work experience must be noted on the application. Applicants may be rejected if not fully complete. Your resume may not be substituted as an application.*

*Applicants may request a reasonable accommodation, if needed, by contacting Human Resources at 623-936-7111.*