



**CITY OF LAKE ALFRED  
COMMUNITY DEVELOPMENT DEPARTMENT  
JOB DESCRIPTION**

**TITLE:** Permit Technician  
Grade 4

**DEPARTMENT:** Community Development

**GENERAL DESCRIPTION:** Performs accurate customer and clerical support services for the Community Development Department. Work may involve processing documents and data, informing the general public on policies, processes programs and procedures, along with maintaining associated records. Accountable to and works under the direction of the Community Development Director.

**ESSENTIAL JOB FUNCTIONS:**

- A. Greets customers, answers phones, takes messages, researches and provides information and/or consults with the Department Director.
- B. Initial screening for code and zoning compliance and provides accurate zoning information to developers and citizens.
- C. Receives, processes scans, issues, records, calculates and collects permit information and fees for building permit applications. Verifies documents and information for accuracy and conformance to policies and standards.
- D. Schedules and monitors building permit inspections, and documents results.
- E. Coordinates the Building Official and Fire Inspector inspections for business tax receipts processing.
- F. Calculates City utility impact and service fees, and prepares monthly reports to the County.
- G. Registers new contractors and verifies contractors licenses and current liability certificates.
- H. Researches and compiles legal information as needed.
- I. Prepares letters and memos for the Community Development personnel.
- J. Maintains Department records, enters information into ADG database, scans documents into Laserfiche.
- K. Performs other duties as directed or required by the Department Director.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- ❖ Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- ❖ Knowledge of modern office practices, procedures and equipment.
- ❖ Office management skills including customer service, answering phones, taking messages, scanning, filing, preparing letters, and memos.



**CITY OF LAKE ALFRED  
COMMUNITY DEVELOPMENT DEPARTMENT  
JOB DESCRIPTION**

- ❖ Knowledge of the principles and practices of municipal construction permitting, land use and zoning
- ❖ Knowledge of the methods, practices, procedures, and techniques involved in general building construction and repair work.
- ❖ Knowledge of basic insurance terminology and record keeping requirements for the processing documents, reports and claims.
- ❖ Ability to read and understand laws, legal codes, government regulations, and agency rules.
- ❖ Ability to research, interpret, and relay zoning map information and regulations to City staff, advisory boards, and the general public.
- ❖ Ability to communicate orally and in writing.
- ❖ Ability to establish and maintain effective working relationships with co-workers, local, state and federal agency representatives, board members, developers, architects, realtors, contractors and the general public.

**EDUCATIONS AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma with at least three (3) years experience in responsible clerical work with an emphasis in planning and/or building permitting. *(A comparable amount of educations, training or experience may be substituted for the minimum qualifications.)*

**LICENSES, CERTIFICATION OR REGISTRATION:**

- ❖ Valid Florida Driver's License

**ESSENTIAL PHYSICAL SKILLS:**

- ❖ Acceptable normal visual acuity, and field of vision, hearing, speaking, color perception, depth perception, and texture perception (with or without corrective lenses)
- ❖ Acceptable hearing (with or without a hearing aid)
- ❖ Ability to communicate orally and in writing.
- ❖ Required to pass a pre-employment drug screening.

**ENVIRONMENTAL CONDITIONS:**

Works in an office environment. Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations. The job risks exposure to bright/dim light, dusts and pollen. Requires manual labor work that involves walking, standing, or exerting up to 35 pounds of force some of the time. *(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)*

**POSITION CLASSIFICATION EXEMPTION STATUS:**

Non-Exempt

***The City of Lake Alfred is an Equal Opportunity Employer and a Drug Free Workplace.***