



**City of Rapid City**  
**Building Services Permit Technician I & II**  
**Position Description**

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**Job Title:** Building Services Permit Technician I & II  
**Department:** Community Planning & Development Services  
**Division:** Building Services  
**Reports To:** Building Official  
**FLSA Status:** Non-Exempt

**Classification:** AFSCME  
**Grade:** 10, 12  
**Prepared By:** Tammie Krumm  
**Prepared Date:** 10/04/12  
**Approved By:** Brett Limbaugh  
**Approved Date:**

**SUMMARY**

Under the direct supervision of the Building Official the Permit Technician assists the public at the service counter, provides technical office support duties related to the processing and issuance of building permits and building permit inspections.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following; other duties may be assigned:

**Building Services Permit Technician I:**

1. Responds to customer requests for inspections, schedules inspections, maintains schedules and notifies inspectors and/or other departments as necessary.
2. 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.
3. Maintains accurate records, data bases and filing systems related to all building and construction permits and inspections.
4. 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.
5. Provides initial customer service by answering phones and directing calls to appropriate individuals and/or departments;
6. Prepares and assists in the preparation of correspondence, specialized reports, resolutions, ordinances, statistical data, records and supporting data related to the department.
7. 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.
8. Prepares and posts electronic agendas and records/transcription of minutes for boards and committees as assigned by the Building Official.
9. Prepares required legal notices and publications.

**Building Services Permit Technician II:**

1. Assists Building Official and Building Plans Examiners in reviewing simple residential projects and plans to ensure that code requirements are met.
2. Reviews plans, engineering and permit documents, and other pertinent information at the public counter in order to verify accuracy and completeness of information;
3. Processes permit applications and performs plan intake to determine processing needs for projects.
4. 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.
5. 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.

**MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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**Education and/or Experience:** **Building 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 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.

**Communication Skills:** Ability to review, interpret, and explain written documents, use a computer and related software applications, communicate effectively in both written and oral formats, learn effective interviewing techniques, learn Building Codes and other local agency permit processing regulations and procedures. Represent the department with tact, and interact effectively with others.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to learn architectural and engineering scales

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer and Administrative Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Office products and be proficient with computer software and 10-key.

**Certificates, Licenses, Registrations:** Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. **Building Permit Technician II:** Must possess an International Code Council (ICC) Permit Technician.

**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.

**Work Environment:** 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. The noise level in the work environment is usually moderate.