



CITY OF RAPID CITY

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Community Planning & Development Services Department

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MEMORANDUM

TO: Chairman and Member of the Legal & Finance Committee

FROM: Brett Limbaugh, Director CPDS

DATE: October 24, 2012

RE: Add Job Description for Building Services Division - Permit Technician

Staff recently revised the job descriptions for the positions within the Community Planning & Development Services Department as part of the reorganization effort. On May 21, 2012, City Council approved Resolution 2012-059 adopting and/or revising job descriptions for these positions. The Building Division Staff and Human Resources have completed an additional job description for a Building Permit Technician in keeping with best practices of the Building profession. Staff is requesting that City Council approve the additional job description to provide an option for future staffing needs. A copy of the job description is attached to this memorandum

Essentially this position would provide two core functions. Coordinating building permit submittal and building permit inspection activities and assisting the Building Division Plans Examiners with the intake, review and approval of simple residential permits. The Permit Technician would also be able to assist the Plans Examiners with phone and counter inquiries regarding specific building codes and application processes. The job description has been written to provide for an entry level position (Permit Technician I) and advanced position (Permit Technician II) requiring an ICC Permit Technician Certification or equivalent.

Over the last two years the City has seen an increase in the number of building permits and expects this number to continue to increase in the future as the nation emerges from the economic recession. The Permit Technician position has become an invaluable position for Building Departments as the individual can provide both primary building permit customer services functions and administrative functions.



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