



**City of Nampa  
Permit Technician II  
Notice of Job Opening  
Building Department**

October 7, 2020

Please post or otherwise make available the following information. The City of Nampa **Building Department** has an opening for a full-time **Permit Technician II**.

The City of Nampa is committed to ensuring equal opportunities to all individuals. If you need an accommodation to participate in the application process, please contact the Human Resource Director at 468-5437. TDD Relay Service: US West 1-800-377-3529 or 7-1-1.

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**Department:** BLDG

**FLSA Status:** Non-Exempt

**Grade/Level:** \$15.13-\$17.21 per hour

**Job Type:** Regular

**Work Schedule:**

Generally, 8:00 am - 5:00 pm; however, must be able to work flexible and varies hours.

**Job Status:** Full Time

**Reports To:** Permit Technician Supervisor

**Amount of Travel Required:** None

**Positions Supervised:** None

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**POSITION SUMMARY**

**GENERAL STATEMENT OF DUTIES**

Process building permits applications and issues permits; coordinates the City of Nampa building permit program; performs other duties as assigned.

**DISTINGUISHING FEATURES OF THE CLASS**

The principal function of an employee in this class is to review building and utility service permit applications for compliance with Engineering Department and Zoning Code compliance prior to the issuance of relevant permits. Informs and assists citizens, developers, and business people with issues related to the City building, zoning and code requirements, building permit application completion and other requirements; performs preliminary review of site plans and construction drawings to assure completeness of information; determine proper routing of permit application for approval process; provide information to the public regarding permit requirements; issue building permits per City regulations; prepare and maintain financial records of fees collected. Contributes to the development and implementation of policies, standards and guidelines. The work is performed under supervision of the Permit Technician Supervisor, but some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with assigned supervisors, other city employees, and the general public. The principle duties of this class are performed in an office setting.

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**ESSENTIAL FUNCTIONS**

**Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

**Essential Functions Statement(s)**

Answers phones and greet public to provide information, handouts, assistance, and receive complaints; as

necessary, direct calls and visitors to appropriate department or individual.  
Determine permit needs by interviewing and soliciting information from applicants; explain codes, regulations and procedures; quote applicable fees to the public, businesses and contractors.  
Accepts, reviews, and evaluates building permit applications for completeness and correctness; reviews blueprints for completeness and accuracy and checks for basic code compliance.  
Calculates fees; calculates square footage, verifies occupancy classification, and type of construction.  
Processes permits over the counter for electrical, plumbing and mechanical.  
Issue permits per City regulations; reviews and analyze applications submitted for code and zoning compliance.  
Determines which agencies must review applications and routes building permit to such agencies and departments to process.  
Provides information to the public concerning the building permit process requirements, codes and inspection procedures.  
Tracks, monitors, and provides information regarding the status of building permits and plan reviews.  
Assists the public in completing applications for building permits.  
Receives various complaints and handles or routes to the appropriate staff to resolve.  
Investigate businesses and/or individual's construction or renovating without appropriate permits; resolve to achieve compliance.  
Contributes to the development and implementation of policies, standards and guidelines.  
Prepare, organize and maintain complex and comprehensive statistical, financial, application and permit records, files and databases for department operations.  
Prepare and accurately maintain information and documents for public records; compile, prepare and distribute various reports as required or requested.  
Compose, prepare and type correspondence, memos, reports and other materials related to permits and department operations and activities; design or revise documents, handouts, permits and certificates as necessary.  
Assist in budget preparation, maintenance and control for permit operations; provide budget projections.  
Provides effective professional liaison between the Department and other City Departments, representatives from public agencies, area businesses, and the general public.  
Answers/receives telephone calls, faxes, mail and messages for the Building department and information.

Listens to and directs comments and complaints from the departments/divisions relating to fleet operations and takes appropriate action to resolve and refer such complaints.  
Interprets and applies departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines.  
Assumes responsibility for other duties as required or assigned.  
Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.  
Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.

### **ESSENTIAL RELATIONSHIP EXPECTATIONS**

Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

Responds to citizens' questions and comments in a courteous and timely manner.

Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Is punctual and timely in meeting requirements of performance, including attendance standards and work

deadlines.

Communicates information and states concerns in a clear and professional manner.

Respects the opinion of others and demonstrates a reasonable relationship with employees, supervisors and others.

Accepts and performs in a timely and effective manner changes in work assignments and/or how work is performed.

### **REQUIRED KNOWLEDGE**

Thorough knowledge of techniques, materials and methods used in building construction.

Thorough knowledge of construction drawings and blueprint reading.

Thorough knowledge of building codes and ordinances.

Thorough knowledge of modern office practices, procedures and equipment.

Thorough knowledge of record keeping techniques.

Thorough knowledge of department's policies and procedures.

### **SKILLS/ABILITIES**

Ability to inform and assist the public with building permits procedures, departmental applications and reference material.

Ability to learn and interpret building codes and City ordinances.

Ability to effectively read and correctly interpret specifications and drawings.

Ability to type accurately and make computations and tabulations accurately and in a timely manner.

Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.

Ability to understand and follow oral and/or written policies, procedures, and instructions, use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions, and prepare and present accurate and reliable reports containing findings and recommendations.

Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

Accountability - Ability to accept responsibility and account for his/her actions.

Accuracy - Work must be correct and error free within library policies and guidelines.

Analytical Thinking - Using a logical reasoning process to break down the work through a situation or problem to arrive at an outcome. Recognizing fundamental elements of a situation, clarifying the situation, examine the facts, evaluating, interpreting and integrating solutions.

Commitment to Safety - Understands, encourages and carries out the principles of integrated safety

management; complies with or oversees the compliance with safety policies and procedures; completes all required training; takes personal responsibility for safety.

Decision Making - Ability to make critical decisions while following company procedures.

Interpersonal - Ability to get along well with a variety of personalities and individuals.

Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.

Reliability - The trait of being dependable and trustworthy.

Self-Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.

Teamwork - Ability to work as a productive member of a cohesive group toward a common goal and contributing to team development and effective team dynamics.

**Education:** High School Graduate or General Education Degree (GED): Required

**Experience:** 3 plus years of experience in the construction industry, the application of building codes, and the processing of building permits is preferred. And/or any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

**Computer Skills:** Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks; and the ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

**Certifications & Licenses:** ICC Certified Permit Technician is required. Specified positions may require security background check and/or additional Certification(s) specific to the functional area of assignment.

## PHYSICAL DEMANDS

**N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	O	10 lbs or less	F
Walk	F	11-20 lbs	O
Sit	F	21-50 lbs	N
Manually Manipulate	O	51-100 lbs	N
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	O	Push/Pull	
Crawl	O	12 lbs or less	F
Squat or Kneel	O	13-25 lbs	N
Bend	O	26-40 lbs	N
Grasp	O	41-100 lbs	N
Speak	C		

## WORK ENVIRONMENT

The principle duties of this class are performed in an office setting.

## PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

**FINGER DEXTERITY:** Sufficient finger or manual dexterity with or without reasonable accommodation to enable the employee to operate a personal computer, telephone and related equipment and use primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

**SPEECH:** Sufficient clarity of speech or other communication ability with or without reasonable accommodation to enable the employee to communicate effectively and convey detailed or important instructions or ideas accurately, loudly or quickly.

**HEARING:** Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information.

**VISUAL ABILITIES:** Sufficient visual acuity or other power of observation with or without reasonable accommodation to enable the employee to review a wide variety of materials in electronic or hard copy form and perform activities such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection).

**PHYSICAL STRENGTH AND PERSONAL MOBILITY:** Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to function within a general office environment.

Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally.

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**Special Conditions:** The City of Nampa has a Drug/Alcohol Free Workplace Policy. Any offer of employment is contingent upon passing a pre-employment drug test, background check and driving check (if applicable to position).

**Dates to Submit Application:** Application and position information may be found online at: [www.cityofnampa.us](http://www.cityofnampa.us). Applicant must submit an online application; resumes will not be taken in lieu of the application. **Position will remain open until filled.**

The City of Nampa is an Equal Opportunity/Affirmative Action Employer.

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.