



City of Milford Permit Technician II Pay Grade: G04

Employment Status: Full- Time

FLSA Status: Non-Exempt

Experience Required: Administrative experience in planning and code enforcement functions or any combination of experience and training which provides the required knowledge, skills and abilities. NIMS (National Incident Management System) ICS-100, ICS-200 training; FEMA IS-700 training; a comparable amount of training and experience may be substituted for the minimum qualifications. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required. Must pass pre-employment testing for substance abuse and criminal background. Subject to random drug testing in accordance with City policy. Permit Technician Certification is preferred.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Planning Director

Supervisory Responsibility: None

Primary Work Location: Office setting

Job Summary: Perform administrative, technical and clerical functions for the Department through the intake and processing of applications and permits for building construction, licensing and land use applications; does related work as required.

The Permit Technician II shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Permit Technician II shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

Supervision Received: Work is performed under the general supervision of the Planning Director.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Performs general clerical/administrative support functions. Composes and/or types letters, forms, memoranda, and reports; copies materials; maintains filing system; sorts and distributes mail; answers phones; processes payments; schedules inspections.
- B. Perform technical tasks and data entry for the intake and processing of building permits, code enforcement violations, rental inspections, land use applications and other Planning Department functions.
- C. Review, process, and issue residential rental operating licenses, business licenses, contractor licenses and vendor licenses.
- D. Perform research and answer inquiries to the general public and contractors related to building inspections, code enforcement, zoning requirements, subdivision procedures and variance processes.
- E. Performs all other duties as assigned.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Office equipment and machines, including personal computers



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- Windows and other Microsoft Office products (Word, Access, Excel, and PowerPoint)
 - All facets of City government

Skills

- Communication - understand oral and written communication.
- Meet expectations for quality service and delivery dates with good time management
- Software applications that apply to work assigned

Abilities

- Maintain complex office records and to prepare reports from such records.
- Exercise independent judgment in accordance with established policies and practices.
- Deal tactfully and courteously with the public and with fellow employees.
- Edit, proofread, and meet standards of quality for reports, forms and other material to be internally and externally distributed.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Administrator:
