



City of Milford
Permit Technician
Pay Grade: 3

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: One (1) year administrative experience 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 any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Direct Supervisor: Planning Director

Supervisory Responsibility: None

Primary Work Location: Office setting. Essential functions are regularly performed without exposure to adverse environmental conditions.

Physical Demands: Sedentary work which requires exerting up to 10 pounds of force. Requires the ability to exert light physical effort which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Job Summary: The Permit Technician performs administrative, technical, and clerical functions for the Department, including the intake and processing of applications and permits for building construction, licensing, and land use. Additional related duties are performed as required.

The Permit Technician 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.

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:

- **Technical Tasks & Data Entry:** Performs 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.
- **License & Permit Processing:** Reviews, processes, and issues residential rental operating licenses, business licenses, contractor licenses, and vendor licenses.
- **Research & Inquiry Response:** Conducts research and responds to inquiries from the general public and contractors regarding building inspections, code enforcement, zoning requirements, subdivision procedures, and variance processes.
- **Other Duties:** 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:



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Knowledge

- Office equipment and machines, including personal computers.
- Software used for related tasks.
- Windows and other Microsoft Office products (Word, Outlook, Access, Excel, and PowerPoint), City's time keeping system.
- All facets of City government.

Skills

- Excellent verbal and written communication with other employees and the public.
- Time management; completes tasks in a timely fashion.
- Strong decision-making ability and judgment.
- Software applications that apply to work are assigned.

Abilities

- Maintains the highest level of confidentiality and professionalism, while completing time-sensitive duties with dedication, detail, and accuracy.
- Multi-task and work independently.
- Exercises independent judgment in accordance with established policies and practices.
- Deals tactfully and courteously with the public and with fellow employees.
- Edits, proofreads, and meets standards of quality for reports, forms, and other material to be internally and externally distributed.
- Maintains complex office records and to prepare reports from such records.

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 position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Director:
