

**CITY OF TEXAS CITY  
INSPECTIONS  
PERMIT TECHNICIAN**

**Salaried  
Non-Exempt**

SUMMARY: To assist the Building Official, City Engineer and City Planner to ensure effective and efficient daily operations by providing administrative support in the execution of guidelines, policies and procedures established by the City. Position requires more complex responsibility due the crossover knowledge needed concerning building code issues and planning related issues.

ESSENTIAL FUNCTIONS: Provides staff assistance to the Building Official; composes and types memos and letters, keeping Building Official informed of pertinent items and prepares notes and messages, read and annotates Building Official's mail; tracks requests for service and information for timely return, reviews Building Official's calendar to ensure schedule runs smoothly and that department employees receive appropriate information. Resolves citizens complaints whenever possible before reaching Building Official. Conducts research and provides background information for decision making. Assists with preparing budget. Monitors and tracks departmental expenditures, orders supplies and handles funds received for permits. Aids in development of policies and procedures. Plans and coordinates meetings and personnel functions within the department. Performs routine office management tasks. Helps the general public and contractors process their permits. Performs clerical and secretarial duties for Inspectors, City Planner and City Engineer. Takes inspection requests from contractors and schedules inspections. Notifies and records public utilities connected for service. Answers routing inquiries regarding flood zones. Calculates permit fees and balances permits. Prepares monthly and annual financial reports. Prepares monthly Census Bureau report. Types agendas and minutes of meetings. Prepares cash receipts and daily cash receipt reports for Inspection Department. Maintains files, plats and records. Decides if a complaint needs immediate attention of Building Official; resolves problems independently or delegates to appropriate official. Operates personal computer and cash register. Sits for long periods of time while entering data and stands while dealing with the public and filing. Communicates effectively with other employees, public and various city boards by phone or in person. May assist with Code enforcement duties, including field work and administrative tasks.

REQUIREMENTS: High School Diploma or G.E.D. Five years secretarial or administrative experience with large corporation and two years experience with municipal government. Knowledge of office management, accounting or bookkeeping skills and use of a personal computer with word processing software. Must have excellent verbal skills, both oral and writing; excellent interpersonal skills using discretion, good judgement, tact and diplomacy. Must be able to read and interpret City Codes, Building Codes, City Ordinances, Flood maps, Zoning Ordinances and various plans. Must be able to work independently and be able to effectively execute multiple tasks having multiple and inflexible deadlines.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

EMPLOYEE: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

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