

Pueblo Regional Building Department Permit Technician

DUTIES: Under the direction of the Office Manager, performs the following but not limited to:

1. Accepts plans for review, to include previewing the plans for compliance with plan submittal requirements.
2. Assists in greeting customers, issuing permits, answering telephones.
3. Works with the general public and contractors to include answering code and general questions and provide information on projects and the International Building Code.
4. Maintains plan files.
5. Performs residential plan reviews.
6. Processes faxed and online permits.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Able to type 40 words per minute.
3. Able to read blueprints.
4. Three (3) years construction experience in the building trade or have held a minimum of a residential general contractor license.
5. Must be able to obtain an ICC certification as a building inspector within 12 months
6. Current Colorado Driver's License
7. General knowledge of operating a computer

Working Environment and Physical requirements to complete essential job functions:

Work is performed primarily indoors. Hand-eye coordination is necessary to operate computers and various pieces of office and technical equipment.

While performing the duties of this job, the employee is often required to lift up to 15 lbs.; very frequently required to sit, stand, talk, use hands to operate objects, and office equipment; and reach with hands and arms. Very frequently communicating with the public in English verbally, via email and in writing.

Physical exam, background check and drug test required as condition of employment.

This is a full-time position with a starting salary of \$4152 per month plus benefits.