



# JOB ANNOUNCEMENT

## Permit Technician

**RATE OF PAY: \$15.43 (Hourly)**

**Salary Grade: 109**

**Online applications accepted until filled**

### GENERAL STATEMENT OF DUTIES

Provides technical office support duties related to the processing and issuance of various permit types for Building, Fire, Planning and Zoning, Engineering and Water Departments.

### Distinguishing Features of the Classification

Performs technical work to review applications and construction documents for the issuance of permits. Employees in this position are required to have knowledge of basic construction principles including construction types and use groups as determined by the International Code Council (ICC) family of building codes. Employees in this class are responsible for routing of construction documents through the plan review process and ensuring that coordination of various agencies is accomplished and timelines are met in plan review turnaround. Employees in this position must obtain ICC Permit Technician certification within 12 months of employment.

### Acceptable Experience and Training

Completion of high school or GED and general knowledge of architectural plans and construction sequencing; ability to operate windows based software and permit tracking systems as well as GIS readers and other municipal systems necessary to perform tasks or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### To Apply For This Job

Only online applications accepted.

Apply at: [www.johnsoncitytn.org](http://www.johnsoncitytn.org)

Internal applicants apply at: <http://johnsoncitytn.applicantpro.com/internaljobs/>

Phone: (423) 434-6018 FAX: (423) 461-1652

Affirmative Action/Equal Opportunity Employer

The City of Johnson City is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, National Origin, Religion, Sexual Orientation, Age, Veteran Status or Physical/Mental Disability in its services, programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964 and Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990 (Except where physical requirements constitute a bona fide occupational qualification.)

***Only Applicants Selected For An Interview Will Receive A Written Response.***