

City of Park Ridge, Permit Tech

Starting Salary \$48,870.00

The City of Park Ridge's Community Preservation and Development Department is seeking welcoming and innovative applicants for the position of Permit Technician. This position is responsible for processing building permit applications and schedules of building inspections and responding to customer inquiries regarding the permitting and scheduling processes. Other essential functions include but are not limited to:

- Processes building permit applications: receives applications and enters data, ensures routing and coordination of plans, assists residents and contractors.
- Provides general information to the public regarding permitting processes, building codes, zoning regulations, environmental health regulations and land use development processes.
- Schedules building permit and other inspections, as necessary.
- Maintains permit status on City website; manages status of permit applications.
- Updates and maintains permit; posts records online; forwards records to Township Assessor's Office.
- Resolves issues with contractors, architects, and homeowners, or forwards complaints and issues to appropriate department personnel for resolution.
- Assists citizens looking for information and assists with problems regarding departmental area of responsibility.
- Assists with compilation of responses to FOIA requests.

Qualifications, Requirements and Experience: High School Diploma/equivalent; Certification or specialized training in building and/or construction experience is a plus.