



## City of Naperville

<b>Job Title:</b>	<b>Permit Technician</b>
<b>Closing Date:</b>	When Filled
<b>Wage:</b>	\$22.00 - \$27.62 Hourly
<b>Job Type:</b>	Full-Time
<b>Location:</b>	400 S. Eagle Street, Naperville, Illinois
<b>Department:</b>	Transportation, Engineering and Development
<b>Job Description:</b>	
<p>New Role! The City of Naperville's Transportation, Engineering and Development Business Group (TED) seeks an energetic team player for the new position of Permit Technician. This person will function as a plans examiner for small construction permits, performing reviews of plans submitted for less-complex residential projects such as driveways, fences, minor interior alterations, decks &amp; patios, etc., and ensuring these documents meet City, State and Federal building codes and requirements.</p> <p>The Permit Technician role is the first level of a Plans Examiner professional path.</p>	
<b>Responsibilities:</b>	
<p>Reporting to the Chief Building Official, The TED Permit Technician is responsible for reviewing and examining plans for less-complex construction projects such as driveways, fences, minor interior alterations, decks &amp; patios and similar permit applications, and providing information to the public concerning applicable codes and ordinances. As the Permit Technician, you will:</p> <ul style="list-style-type: none"><li>• Review drawings, structural calculations, and specifications submitted with small development permit applications to ascertain whether the plans conform to building codes and other state regulations and requirements, and advise applicants of needed changes (and suggest means of changing plans for compliance)</li><li>• Resolve problems with permit applicants and other members of the public regarding building code requirements</li><li>• Determine the appropriate inspections for each permit application review, and coordinate with inspectors and project managers on various projects</li><li>• Confer with homeowners, their contractors, and the general public to explain requirements &amp; restrictions, and provide high-level customer service while adhering to established codes.</li><li>• Research construction products and techniques for code approval; determine compliance to Illinois Building, Plumbing, Mechanical and Electrical Code, and pertinent provisions of county &amp; local ordinances.</li><li>• Maintain permit records and plan review reports. Update City website and forms with new information as required. Prepare correspondence, reports, forms, and specialized documents from drafts, notes, or brief instructions. Attend meetings and take notes.</li></ul> <p>You will demonstrate courteous and cooperative behavior when interacting with the public and with City staff and provide back up and/or support to the Permit Counter team when staffing, customer traffic, or workload conditions warrant.</p>	
<b>Qualifications:</b>	
<p><b>At a minimum</b>, applicants for Permit Technician must possess:</p> <ul style="list-style-type: none"><li>• Education equivalent to a high school diploma</li><li>• At least 3 years' experience in a customer-service intensive role in a municipal/county government setting or in the building/construction industry</li><li>• ICC "Permit Technician" certification (within 3 months of hire)</li><li>• Valid State of Illinois Class D Drivers' License</li></ul> <p><b>Preferred candidates</b> will possess an A.S. degree (or 2 year's college) in a Building Technology or Construction Management curriculum, familiarity with Bluebeam plan review software, and/or ICC "Residential Plan Reviewer" certification.</p> <p>Helpful attributes include:</p> <p>Knowledge of methods of residential construction, of practices of building technology and code regulations, and of techniques for dealing with a variety of individuals</p> <p>Skills in small construction/development plan review; accurate data entry; making accurate arithmetic calculations; reviewing applications for completeness; reading, understanding and interpreting building codes and regulations; and reading, understanding and interpreting construction plans, blueprints and specifications</p> <p>Abilities to work without close supervision; deal successfully with the public; use initiative and independent judgment within established procedural guidelines; contribute effectively to the accomplishment of team goals, objectives and activities; discuss technical issues and explain process and procedures; and to analyze and evaluate complex issues and make appropriate decisions regarding their resolution.</p>	
<b>Additional Information:</b>	

The City of Naperville, Illinois is a dynamic community of 148,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a dynamic & collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

**APPLY ON-LINE AT:**

[www.naperville.il.us/careers](http://www.naperville.il.us/careers)

**THE CITY OF NAPERVILLE IS AN E. O. E.**

[CLICK HERE](#) for the City of Naperville's EEOP Utilization Report

**The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.**