

Niles Job Posting

Building Permit Technician Community Development Department



The Village of Niles is seeking a candidate for the full-time position of Building Permit Technician in the Community Development Department. This position performs a variety of technical duties to support the Building Division, architects, contractors, and homeowners by providing routine and technical information related to the issuance of permits and providing technical information regarding routine building code requirements and ordinances. This position is responsible for coordinating the permit review process with other departments and agencies, as required for the approval of a variety of building permits. This is an AFSCME Council 31/Local 2953 Union position in the 10A-10KK range, from \$57,773.48 to \$75,578.60.

Essential Job Functions Include:

- Receives plans and other construction documents for review, and ensures that applications are complete and ready to process;
- Tracks, monitors and provides information regarding the status of building permits, plan checks, code enforcement and related issues to other departments and to the public;
- Calculates fees for the issuance of building, plumbing, electrical and mechanical permits;
- Issues basic building permits under the direction of the Building Official (examples may include but are not limited to water heater installation, re-roof, fence, shed minor tenant improvements, minor residential remodels and other simple building permits);
- Performs research on issues related to building permits and code enforcement;
- Develops and provides reports relating to the departments activity for the Assessor's Office and appointed and elected officials;
- Researches issues related to building permits and code enforcement.

Qualifications and Conditions:

- Certification in the ICC (International Code Council) Permit Technician program is required;
- Graduation from high school or G.E.D. equivalent;
- Thirty semester units of college level course work in building construction, technology or related field of study;
- One year of experience in a public building permit review setting or similar setting;
- General knowledge of building permits process;
- General knowledge of reading blueprints and construction documents and ability to understand construction terminology;
- Or any equivalent combination of education and experience.
- Hours are Monday-Friday, 8:00 a.m. to 4:30 p.m.

To apply, candidates must download an application on the Village's website at www.vniles.com and **submit an application and resume as a PDF** to the Human Resources Department via e-mail personnel@vniles.com.

The Village of Niles is an Equal Opportunity Employer

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