



The City of Livermore is accepting applications for PERMIT TECHNICIAN I/II

The City of Livermore is currently accepting applications to fill a Permit Technician vacancy. The vacancy may be filled at either the Permit Technician I or the II level.

THE POSITION

Under general supervision, a Permit Technician performs technical and administrative support functions in the processing and issuance of permits in the Permit Center of the Community Development Department. This includes assisting customers at the Permit Center with questions relating to zoning and building codes, neighborhood preservation, entitlement, plan review processes, city details and specifications, and housing and human services programs; reviewing and researching plans primarily of a preliminary nature to ensure compliance with codes and regulations; reviewing plans and applications for issuance of permits on smaller projects; coordinating the routing of projects to and from other divisions/departments; and performing other duties as assigned.

The Permit Technician I is the entry-level classification in the Permit Technician series which requires prior experience in the processing and issuance of building and zoning permits. The Permit Technician II is the journey level classification which requires more advanced technical knowledge and fee application methods.

THE IDEAL CANDIDATE

The ideal candidate will possess the following knowledge, skills, abilities, and characteristics:

- Values and possesses high ethical and professional standards
- Skill to interpret and apply procedures and regulations
- Ability to learn and operate specialized Permit Center computer system
- Exercises sound judgment with initiative and creativity
- Responds to questions, concerns, and issues in a professional manner
- Committed to providing excellent customer service and understands the value of teamwork

Monthly Salaries (eff. 10/7/24)

PERMIT TECHNICIAN I:
\$6173-\$6469-\$6779-\$7105-\$7447

PERMIT TECHNICIAN II:
\$6587-\$6903-\$7235-\$7584-\$7950

Plus an excellent benefits package

RECRUITMENT TIMELINE

Open for Application:
September 23, 2024

Filing Deadline:
October 14, 2024 (5 PM)

Panel Interviews (Zoom):
The week of November 4, 2024


Second Interviews (In-Person):
The week of November 12, 2024

Following reference checks and criminal history check, the selected candidate is anticipated to start employment on or around December 9, 2024.




APPLY
HERE

Contact Us

 (925) 960-4100

 HR@LivermoreCA.gov

JOIN IN MAKING LIVERMORE A BEAUTIFUL PLACE

PERMIT TECHNICIAN QUALIFICATIONS

Experience (Permit Technician I): Two years of related experience involving extensive public contact with at least six months of experience in the processing and issuance of building, engineering, and zoning permits or coordinating community development related projects including contracts and agreements.

Experience (Permit Technician II): Three years of related experience involving extensive public contact with at least two years of experience in the processing and issuance of building and/or zoning permits.

Education: Equivalent to graduation from high school. College course work in a related field is desirable.

Training: Any recent training such as academic courses and certification programs which are relevant to this job classification.

Certificate: The Permit Technician I does not have any certificate requirements. The Permit Technician II requires the possession and maintenance of one of the following International Code Council (I.C.C.) certificates: Permit Technician Certificate, Residential Energy Inspector/Plans Examiner Certificate, or Building Plans Examiner certificate.

Other Requirements: Willingness and ability to work scheduled and emergency overtime; and attend meetings, workshops, and seminars during work and non-work hours.

Special Requirements: Essential duties require the mental and/or physical ability to read fine print and computer monitors; converse over the telephone and in person; operate a calculator and computer keyboard; bend, stoop, stretch, and reach; and safely lift and maneuver office equipment and supplies and sets of plans weighing up to 30 pounds.

GENERAL INFORMATION

Appointment to City employment is contingent upon passing a fingerprint criminal check. Proof of United States citizenship or authorization to work in the United States is required. Work periods and work days are subject to change dependent upon the operations requirements of the City. The probationary period for this position is 12 months.

If you are a qualified individual with a disability as defined by the Americans with Disabilities Act (ADA) and you need reasonable accommodation to participate in any of the tests, you must notify Human Resources at the time you submit your application.

The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.

