

PERMIT TECHNICIAN

The City of Toledo Division of Building Inspection will fill a Permit Technician position. The qualified candidate must be able to perform technical and clerical duties to initiate and issue building and construction permits; process requests for property use changes; research atlases; review residential construction drawings; research floodplain and zoning maps; calculate fees and perform related work. The candidate must be able to interact professionally with contractors, developers, architects, engineers, as well as the general public.

Specific requirements for the position are as follows:

1. Graduation from an accredited college or university with an Associate's Degree in Civil or Structural Engineering, Architecture, Building Construction or a closely related area and two (2) years of experience in an allied construction industry such as permit processing, surveying, drafting, engineering, or architecture
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2. High School diploma or GED and currently possesses full certification with the State of Ohio Board of Building Standards as one of the following: Building Official (BO), Residential Building Official (RBO), Master Plans Examiner (MPE), or Residential Plans Examiner (RPE).

Additional requirements are:

1. Must possess a valid State of Ohio driver's license;
2. Must become a State of Ohio Notary Public within six (6) months from the date of appointment;
3. Must be eligible to become a State of Ohio Certified Residential Plans Examiner Trainee at the date of appointment;
4. Must obtain the Residential Plans Examiner Certificate from the State of Ohio within two (2) years from the date of appointment and must comply with all other additional requirements of the Residential Code of Ohio to obtain and maintain full certification;
5. Must type 25 words per minute.

Must be physically able to perform the duties at the time of appointment. Requests for reasonable accommodations will be considered on a case-by-case basis.

The position is a full-time, 40-hour per week position with the City of Toledo with a salary of \$47,300 - \$49,300. Opportunity for advancement exists for candidates with Master Plans Examiner certification.

Contact City of Toledo Human Resources (419) 245-1500. One Government Center, Suite 1900. Toledo, Ohio 43604 for an employment application or go on line at www.toledo.oh.gov and click on Human Resources, Employment Opportunities.

The City of Toledo is an equal opportunity employer. Minorities, females and individuals with disabilities are encouraged to apply.