



Human Resources Department
Forms And Documents

HRP-03 Effective Date: 4/2/01

Date Posted: 06/22/2017

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date.

Applications for Employment can be obtained at the Fairhope Public Works Building, 555 S. Section St., Fairhope, Ala. 36532, Monday through Friday, from 8:00 AM to 3:00 PM or online at www.cofairhope.com. Applicationis may be may be faxed to (251) 990-0100, or mailed to City of Fairhope, P.O. Drawer 429, Fairhope, AL 36533.

Position Information

Job Title: Permit Technician Department: Planning & Building
Job Status: Regular Full-Time Temporary Full-Time *If temporary, give required dates of service:*
 Regular Part-Time Temporary Part-Time *From: _____ To: _____*
Standard Scheduled Hours: 7:00 AM – 4:00 PM Days to be Worked: M – F
Starting Pay Rate: \$15.92 - \$20.70/hr

Position Description

General nature/purpose of work:

To coordinate building permit applications for City projects and the public, to review permit applications for accuracy and completeness of information and calculate associated fees.

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Knowledge, skills and abilities:

- Working knowledge of Microsoft Word, Access, Excel, Word Perfect and ability to learn new programs;
- Working knowledge of basic office equipment, (computer, fax machine, copy machine, etc.);
- Ability to establish and maintain courteous working relationships with fellow employees, contractors and the general public;
- Ability to communicate clearly and concisely, verbally and in writing;
- Ability to obtain certification as a "Permit Technician" within twelve (12) months of date of employment
- Any other job duties deemed necessary

Education, experience and training:

- High School diploma or GED, supplemented by previous administrative experience; OR
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work.

Date of Announcement: 06/22/2017 Closing Date for Applications: When Filled

Pandora Heathcote

Human Resources

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.