



## CITY OF BROOKSVILLE JOB DESCRIPTION

**POSITION TITLE: Permit Technician**  
**DEPARTMENT: Community Development**  
**DIVISION: Building**  
**SUPERVISED BY: Building Official**

### **JOB SUMMARY/OVERVIEW OF THE POSITION:**

This position is responsible for clerical, technical, and customer service work related to the review and processing of permit applications for development within the City of Brooksville. Work involves direct interaction with the public by telephone, in person, in writing, and online, providing accurate information in a professional and courteous manner. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

### **ESSENTIAL JOB FUNCTIONS:**

- Responds to customer inquiries regarding construction activities and projects requiring permits.
- Assists citizens with inquiries, complaints, investigations, billing, and account information.
- Provides information on procedures, regulations, fees, ordinances, permits, plans, licensing services, and codes.
- Reviews permit applications for accuracy and completeness.
- Verifies Parcel Identification Numbers and job site addresses.
- Determines required reviews and approvals prior to permit issuance.
- Refers applicants to other government agencies when necessary.
- Calculates review fees and communicates costs to applicants.
- Prepares and updates procedures for permit processing.
- Expedites permit applications with identified issues.
- Establishes and maintains files, records, and data entry within software systems.
- Coordinates with City, County, and State agencies regarding certificate of occupancies, stop work notices, and expired permits.
- Reviews plans and documents for completeness, legal compliance, and conformance with the Land Development Code and City Ordinances.
- Verifies occupancy classifications and construction types.
- Reads and interprets maps, plats, and site plan specifications.
- Explains site plan and development review processes.
- Issues a variety of permits, including online permits (e.g., residential plumbing, mechanical, electrical not in floodplains).
- Proofreads and prepares reports, letters, and correspondence.
- Performs related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of City policies and procedures related to permitting and development review.
- Familiarity with construction trades, real estate practices, and development regulations.
- Ability to review building permit applications and associated documents for accuracy and compliance.
- Proficiency in data entry, electronic records management, and permitting software.

- Ability to verify contractor licenses and professional credentials.
- Strong organizational skills with attention to detail.
- Ability to explain complex procedures, codes, and ordinances to the public.
- Effective written and verbal communication skills.
- Ability to establish and maintain effective working relationships with staff, contractors, and the public.
- Fluency in English and Spanish (spoken and written) preferred.

**MINIMUM REQUIREMENTS LISTED AS FOLLOWS:**

**PHYSICAL SKILLS:** Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (50) lbs.

**EDUCATION, TRAINING AND EXPERIENCE:**

- Associate’s Degree in building construction, business administration, or related field **and** three (3) years of experience in permitting, construction support, or related activities (e.g., drafting, surveying, blueprint reading).

**OR**

- High school diploma or equivalent and five (5) years of experience in permitting or related support activities.
- At least three (3) years of customer service experience involving frequent public contact.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Valid Florida Driver’s License required.
- Commissioned Notary Public (must obtain if not currently held).
- Certification as an International Code Council (ICC) Permit Technician within one (1) year of hire (required).

**ADA STATEMENT:** *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

**DRUG-FREE WORKPLACE:** *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

**VETERANS' PREFERENCE:** *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

<b><u>HR INFORMATION</u></b>	<b>REVISION DATE: 10/2025</b>
<b>FLSA STATUS: Non-Exempt</b>	
<b>PAY GRADE: SEE CURRENT PAY GRADE SCALE</b>	