CIVIL SERVICE JOB ANNOUNCEMENT
Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106.
Web: www.knoxvilletn.gov

6028 Permit Technician 7/29/21
(Inspections)
(Entry-Level and Promotional)
Drug testing may be required

ENTRY-LEVEL SALARY: $28,667 annually
PAY GRADE RANGE: $28,667 - $41,022 annually (Pay Grade 3)
Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.
The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

The City of Knoxville only accepts online applications. To apply, go to http://www.knoxvilletn.gov/jobs. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by 4:30 p.m. on: Monday, August 9th, 2021.
- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email Lpeck@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS
Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.
- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a standard high school or equivalent.

Preferred Qualifications
- Possession of International Code Congress (ICC) Permit Technician Certification within one-year probationary period.

EXAMINATION:
Applicants meeting the minimum qualifications will be scheduled for the written test (100% of final score). The subject areas for the written test are: Blueprints; Basic Computer Operations; Basic Arithmetic and Mathematical Computations; and Vocabulary/Technical Terminology.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE
The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.
GENERAL DESCRIPTION
Under general direction, performs work of considerable difficulty in accomplishing permitting duties. Work at this level usually requires the use of independent judgment and initiative. Typically relieves an administrative official of a variety of technical/general office tasks; usually assigned sole responsibility for a program/project requiring skills of a technical assistant.

ESSENTIAL FUNCTIONS
Processes applications for building, gas, mechanical, plumbing, and electrical permits.
Processes applications for plans review submittals.
Consults with architects, contractors, citizens, property owners, etc. regarding permit and plans review process.
Utilizes phone and email to conduct daily tasks
Balance cash reports from various fees collected.

MARGINAL FUNCTIONS
Conducts technical research on permits, plans, and property addresses upon request.
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES
Knowledge of basic architectural drawings/sketches.
Knowledge of basic computer operations and software applications.
Knowledge of basic arithmetic computations.
Knowledge of technical terminology related to construction.
Knowledge of modern office practices and procedures.
Knowledge of research techniques.
Ability to deal courteously with people.
Ability to communicate effectively, both orally and written.
Ability to transcribe from dictation.
Knowledge of filing systems and methods of data cross-reference.

PHYSICAL REQUIREMENTS
This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MENTAL REQUIREMENTS
This position uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situation where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MINIMUM REQUIREMENTS
Must possess a high school diploma or GED equivalent.

PREFERRED QUALIFICATIONS
Possession of International Code Congress (ICC) Permit Technician Certification within one-year probationary period.