

Due to a promotion, the City of Keene's Community Development department is seeking a full-time Permit Technician to join their team! In this role you will play a vital part in the city's continued growth and development, as this position manages some of the most important functions of the department. Customer service from project start to project finish is key while you handle the screening of construction permit applications for compliance; review and issue minor permits; and provide consultation to the public about codes and code processes. Duties also will include working closely with a variety of customers comprised of employees and the public, as well as outside departments and agencies; working with building and engineering plans, and referring plans for review and approval to the Plans Examiner; answering phone calls and general questions; scheduling inspections; organizing and maintaining files, including archiving.

The ideal candidate will be organized and detail oriented, with excellent public service skills, and able to multi-task in a fast paced environment with frequent interruptions. This position also requires the ability to understand, interpret, and explain regulatory compliance issues; read and interpret legal and property descriptions; ordinance and code documents; technical, and instructional documents; building plans, blueprints, and diagrams.

This position offers a competitive salary of \$42,363 - \$52,790 and a benefits package which includes health, dental, and life insurances, paid time off, and retirement plans.

Minimum requirements are a Bachelor's Degree in a relevant discipline such as engineering, code enforcement, construction management or related field and one year of experience; or technical education or Associate's Degree in a relevant discipline and three years' of related experience; or combined experience in the field of construction, building inspection, plans review or a related field of five years. A relevant certificate issued by the International Code Council (ICC) is desirable at time of hire; within six months must become certified as an ICC Permit Technician. Please see full list of qualifications and requirements on our website: <https://ci.keene.nh.us/jobs>. Our online application is also available there. When you apply, please upload a cover letter and resume with your application. Applications will be accepted through Sunday, August 18th.

The City of Keene is an Equal Opportunity Employer.