



## **BUILDING PERMIT TECHNICIAN I/II FLEX**

City of Corona, California

\$47,724.00 - \$64,092.00 Annually

The City of Corona has an exciting opportunity to join our Planning and Development Department as a Building Permit Technician. The Planning and Development Department is a high-functioning department that includes the Planning Division, Development Services Division, and Plan Check and Inspections Division. The Department uses advanced technology to perform daily operations in order to meet the services demands from the public regarding processes and procedures related to development permit applications. The Department also uses data to measure its performance to ensure turnaround times on permit applications are meeting the Department's established goals. If you are an individual who loves taking on challenges, making a difference, and thrives in a fun, fast paced environment, then please don't hesitate - apply today!

Understand and explain City policies, procedures, fees, and basic planning and building codes and regulations to the general public, permit applicants, and City staff. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures. Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests and interruptions. Read and interpret plans, specifications, related construction documents, and maps.

The ideal candidate will be customer service focus, excellent judgment, and attention to detail. Someone who is a systems-oriented thinker and great team player. A highly competent individual who holds themselves to high standards, works hard, and contributes to a positive workplace culture will thrive in Corona. An upbeat attitude, eager to participate. A passion for producing outstanding quality of work. A high performing, genuine, authentic individual with a good sense of humor. Ability to build and maintain the trust of coworkers, subordinates, and city staff. A genuine interest in supporting the employees.

Equivalent to completion of the twelfth (12th) grade. Building Permit Technician I: One (1) year of administrative or technical experience involving a high level of public contact and customer service. Building Permit Technician II: Two (2) years of increasingly responsible administrative or technical experience interpreting building codes and reviewing construction plans involving a high level of public contact and customer service.

Applications will be accepted on a continuous basis until a sufficient number of qualified applications have been received. The deadline for first review of application is Tuesday, April 15, 2024 at 8:00AM. Applicants are encouraged to apply early as the recruitment may close at any time without notice after the first review period. The selection process will consist of a review and evaluation of all applicants' qualifications. Those applicants deemed to possess the most desirable qualifications will be invited to participate in the oral interview. The oral interview is tentatively scheduled to take place on April 30, 2024. Apply online at: [coronaca.gov](http://coronaca.gov)