



PERMIT TECHNICIAN I - PUBLIC WORKS

City of Indian Wells, California

\$68,853 - \$86,066 annually plus excellent benefits

Under direct or general supervision, explains ordinances, procedures and requirements to homeowners, developers and contractors; processes planning and building permit applications for new construction or building modifications within the City; receives and processes engineering plans; calculates fees, ensures that appropriate licenses are obtained by contractors; routes plans for review and issues permits; schedules, logs and maintains files regarding building inspections and code enforcement actions; performs other general clerical duties in support of the Public Works Department.

The ideal candidate has the equivalent to graduation from high school and one year of increasingly responsible employment in a Community Development or Public Works Department with general public interaction involving permitting, general plan and zoning disciplines, City code compliance, development processes and/or construction standards. Public contact and customer service experience is highly desirable.

APPLY IMMEDIATELY. Application deadline is Friday, January 30, 2025 at 5:00 p.m. PST. Qualified candidates can find the job description and application requirements online at <https://www.cityofindianwells.org/city-hall/departments/human-resources>.