

# **JOB OPPORTUNITY CITY OF MANASSAS**

## **PERMIT TECHNICIAN**

**Salary: \$41,371.20 - \$68,265.60**

The Community Development Department is seeking an individual to perform intermediate technical and customer service work within Development Services Division. The position is responsible for the review and processing of permit applications and inspection requests, assisting customers, and providing support for the Community Development Department.

**Hiring Range: \$41,371.20 - \$54,828.80**

The Permit Technician processes site plans, zoning and building permit applications for all construction work, issues permits for approved building permit applications and Certificates of Occupancies; maintains daily logs of work activities; prepares and scans files; enters information into database; monitors permitting deadlines; and notifies permit holder of renewal requirements.

High school diploma or GED required; supplemented by three (3) years of providing customer service, permit processing, or related field and general office work. Must obtain and maintain the following certifications: VA DHCD Permit Technician; may be required to possess additional certification(s) as deemed necessary by the City. Must possess and maintain a valid Virginia driver's license. While not a requirement of the position, bilingual capability a definite plus.

To apply, complete the City application at <http://www.manassascity.org/hr/jobs>

Applications accepted until position is filled.

**EOE M/F**