

Permit Technician II

Organization: Fauquier County

Location: Warrenton, Virginia

Description:

Fauquier County's Department of Community Development is currently seeking a Permit Technician II within the Building, Permitting and Inspections Division. As part of the front counter staff, this highly visible position interacts with the public on a daily basis answering phones, taking in permit applications, scheduling inspections, maintaining files and providing general assistance to the public and other staff on permitting and inspections issues.

Strong customer service, computer and verbal skills are essential. Must also be able to successfully multi-task in a fast-paced environment. General knowledge of the building and construction permit processing are strongly preferred.

Minimum requirements include any combination of education equivalent to graduation from high school and two years of experience at the Permit Technician I level and certification from the Virginia Department of Housing and Community Development (DHCD) as a Permit Technician or three years of experience at the Permit Technician I level. Must be able to demonstrate exceptional proficiency in relevant computer skills and process knowledge.

We offer a competitive salary and comprehensive benefits package to include but not limited to:

- Medical, dental, vision, and prescription coverage,
- Annual leave, sick leave, and 2 personal days accrued each fiscal year,
- Virginia Retirement System pension plan & a life insurance policy 2X annual salary,
- 457B individual retirement plan,
- Free health care through our Fauquier County Employee Wellness Center...and so much more!

Online Application:

<https://eportal.fauquiercounty.gov/mss/EmploymentOpportunities/JobDetail.aspx?req=2000457&sreq=1&form=CO1&desc=PERMIT%20TECHNICIAN%20II>

Click on "job description" for complete details. Click on "apply" to submit your online application, cover letter, and resume TODAY!

Please direct specific position related questions to Heather Kannard, Permit Center Supervisor at 540-422-8230 or email heather.kannard@fauquiercounty.gov.