
CITY OF WEST HOLLYWOOD

BUILDING & SAFETY PERMIT TECHNICIAN

BUILDING & SAFETY DIVISION

\$6,148 – \$7,856 monthly—Plus Excellent Benefits

The City of West Hollywood is like no other city in the world. The City has a strong progressive voice and a rich history of community activism and involvement. Located in the heart of metropolitan Los Angeles, the City of West Hollywood was incorporated in 1984. At only 1.9 square miles, West Hollywood is a robust economic and cultural center instilled with idealism, innovation, and civic pride. The City of West Hollywood offers an engaging and positive workplace setting that embraces people from diverse backgrounds and encourages creativity.



THE OPPORTUNITY

The Building and Safety Division is responsible for the enforcement of the building, electrical, plumbing, mechanical codes, and certain municipal codes as adopted by the City Council. The Building and Safety Permit Technician performs administrative functions related to the City's Building and Safety permitting process and is responsible for reviewing permit applications and plan submittals, including verification of documents for permit compliance. Primary responsibilities include assisting customers in processing and issuing building, electrical, plumbing, mechanical, grading and other related permits; calculating and collecting fees based on established fee schedules; recording and balancing daily cash transactions; processing refunds for canceled transactions; and scheduling inspection requests submitted by permit applicants. In addition, this position provides division support and performs research and compiles data, public records requests and maintenance of division files.

THE IDEAL CANDIDATE

The ideal candidate possesses excellent customer service skills and is able to work with a variety of design and construction professionals. **Current or recent demonstrated experience providing direct customer service guiding applicants through the permit application process is preferred.** This position **requires attention to detail in permit application review, applicant communication and permit issuance.** **Experience and background in public counter permit compliance review and processing is highly desirable.** Familiarity and experience with permit processing software, including strong interpersonal and communication skills are necessary for success in this position.

MINIMUM QUALIFICATIONS REQUIRED

Associate's degree or equivalent from a two-year college or technical school in a related field; **AND two to three years of progressively responsible related experience including issuing permits at a public counter;** or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** Permit Technician Certification (ability to obtain within 6 months of hire).

Deadline to submit applications: Wednesday, June 12, 2019 at 5pm

Applicants must submit a completed online City job application and supplemental questions by the filing deadline. To apply and view additional job information please visit www.weho.org/community/employment. If you are unable to submit your application materials online you may contact (323) 848-6860. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Clarice Trinidad at (323) 848-6418 or ctrinidad@weho.org.

