



CITY OF OLATHE
invites applications for the position of:
**Permit Technician
Supervisor**

An Equal Opportunity Employer

SALARY: \$42,913.00 - \$53,642.00 Annually

OPENING DATE: 05/14/21

CLOSING DATE: 06/06/21 12:00 AM

DESCRIPTION:

Supervises Permit Technicians and other Administrative Support staff in the issuance of building permits, review of over-the-counter permits, scheduling inspections, project coordination, record retention and archiving, and administrative support for the Community Development Division of the Olathe Economy Focus Area. Assist with coordination of plan review and inspection programs with other City Departments, divisions and outside agencies. Prepares and reconciles daily cash reports; prepares statistical reports and coordinates performance measures for building codes. Selects, trains and guides staff. Ensures quality control of work and monitors customer service provided by staff.

KEY RESPONSIBILITIES:

- Supervises the Administrative Support staff in the Building Services Division. Assists with developing goals, objectives, policies and procedures. Conducts performance appraisals, makes recommendations for merit increases and promotions and handles disciplinary actions. Reviews applications, interviews prospective employees and recommends candidates to fill vacant positions. Reviews and approves timesheet entries for payroll.
- Assists in the coordination of the plan review process. Oversees the preparation of plan review letters to ensure that turn-around times are met and that review comments from each Division are incorporated and sent together. Provides support to plans examination and building inspection staff.
- Oversees the issuance of building and fire permits, collection of fees, scheduling of inspections, coordinates utility clearances. Oversees the processing of permits issued online through the customer portal. Processes and approves temporary certificates of occupancy and extensions of permits and temporary certificates of occupancy.
- Provides customer service in the Administrative Support work group. Ensures that the permit desk is staffed and that division phones are answered. Provides or oversees over the counter plan review on selected project types.
- Assists the Deputy Chief Building Official with quality control audits and developing performance measures for the building permit programs.
- Prepares and maintains data for cash control and compiles statistical information, reports and data regarding permitting activity and fees collected. Reviews requests and processes refunds, bills and collects fees.

EXPERIENCE & EDUCATION:

Experience: A minimum of 3 years of increasingly responsible experience in a building permit, engineering, architecture or construction setting; 1 year of supervisory experience is preferred.

Education: High school diploma or GED required. College level course work in building construction, construction management, engineering, architecture or a related field, or other relevant advanced training is highly preferred

Licenses and Certificates:

Possession of, or ability to obtain, a valid Driver's License – Non Commercial Class C.

Preference will be given to candidates with International Code Council Certifications, including Permit Technician or Residential Plans Examiner. The successful candidate must possess or have the ability to obtain the Permit Technician and Residential Plans Examiner Certifications within 1-year of appointment.

SUPPLEMENTAL INFORMATION:

Must pass a background investigation, pre-employment drug screen and physical.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.olatheks.org>

Job #202100126
PERMIT TECHNICIAN SUPERVISOR
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OUR OFFICE IS LOCATED AT:
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