

**CIVIL SERVICE NOTICE  
CITY OF WATERLOO, IOWA  
OPEN EXAMINATION**

**PERMIT WRITER**

**DEPARTMENT : BUILDING INSPECTIONS**  
**FLSA : NON-EXEMPT**  
**CIVIL SERVICE : INCLUDED**  
**BARGAINING UNIT : NON-BARGAINING**

**GENERAL STATEMENT OF DUTIES**

Skilled technical position responsible for performing a variety of assignments related to building, electrical, plumbing and mechanical permits. The work is performed under the general direction of the Building Official/Maintenance Administrator, but considerable leeway is given for the exercise of independent judgment. No supervisory responsibilities.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

These functions are considered essential for successful performance in this job classification.

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| <ol style="list-style-type: none"><li>1. Receives and reviews building applications and plans for completeness, assesses scope of project and relevant permit requirements.</li><li>2. Educates the public regarding necessary permits and general code compliance issues.</li><li>3. Accepts payments and issues building, electrical, plumbing and mechanical permits in accordance with City of Waterloo established ordinances and regulations.</li><li>4. Routes plans to appropriate personnel and tracks approvals.</li><li>5. Coordinates and maintains computer permit system and filing system.</li><li>6. Assists staff with computer permit system including training and problem solving.</li><li>7. Answers code-related questions from citizens and contractors as they relate to constructing, repairing or remodeling of buildings.</li><li>8. Reviews plans for garages, decks and small additions on residential property.</li><li>9. Answers minor zoning and engineering</li></ol> | <p>questions.</p> <ol style="list-style-type: none"><li>10. Prepares reports pertaining to permits and inspections.</li><li>11. Provides technical support to the public and contractors on the telephone and in person.</li><li>12. Coordinates with inspectors and Plans Examiner to assist public with resolutions to licensing and permitting procedural problems.</li><li>13. Exercises independent judgment when reviewing building applications and plans, issuing permits and responding to citizen and contractor questions.</li><li>14. May operate passenger-type vehicle to visit building sites.</li><li>15. May perform office and counter responsibilities of Plans Examiner as needed.</li><li>16. Performs all work duties and activities in accordance with OSHA, City and Building Inspections policies, procedures and safety practices.</li><li>17. Works independently and with others with minimum supervision.</li><li>18. Performs work of a repetitive nature and varied workload pace.</li><li>19. Regular attendance on the job and at the work site</li></ol> |
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is required.

20. Performs all other related duties as assigned.

#### **REQUIRED KNOWLEDGE & ABILITIES**

1. Considerable knowledge of standard practices, tools and terminology of all phases of construction trades.
2. Knowledge of Microsoft Office software including Microsoft Word, Excel, Publisher, Power Point and Outlook and ability to learn specialized software used for the City of Waterloo permit system.
3. Ability to read blueprints, plans and diagrams.
4. Ability to identify possible problems involved in building, plumbing, electrical and mechanical operations as they relate to permit applications and use independent judgment to solve these problems as they apply to City building codes, ordinances and regulations.
5. Ability to obtain certification as a permit technician within six-month probation.
6. Ability to obtain certification as a residential plans examiner or residential building inspector within twelve months of hire date.
7. Ability to communicate with, answer questions, provide information and give advice and recommendations to coworkers, the public, contractors and supervisors tactfully and promptly, in a clear, concise and easily understandable manner in person and over the telephone.
8. Ability to prepare written reports, complete required forms and keep thorough and accurate records regarding work performed.
9. Ability to maintain effective working relationships with coworkers, supervisors, contractors and the public.
10. Ability to work with people from a broad variety of social, economic, racial, ethnic, cultural and educational backgrounds.

#### **ACCEPTABLE EXPERIENCE & TRAINING**

1. Bachelor's Degree in construction technology or closely related field with minimum three years experience in the construction trades and

customer service

**OR**

Associate's Degree in building inspections or closely related field with minimum five years experience in the construction trades and one year in customer service

**OR**

High school diploma/G.E.D. with minimum ten years experience in the construction trades and two years in customer service

**OR**

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

2. Must obtain certification as a permit technician within six-month probation and certification as a residential plans examiner or residential building inspector within twelve months of hire date. Failure to obtain these certifications may result in termination of employment.
3. Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business..
4. Computer keyboarding and expertise with Microsoft Office software.

### **ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient speech and hearing that permits the employee to communicate effectively with coworkers, contractors and the public on the telephone and in person.
2. Sufficient personal mobility that permits the employee to move around the office to perform technical and administrative duties and to visit building sites as needed.
3. Sufficient manual dexterity that permits the employee to operate a personal computer and handle files, blueprints and diagrams.

### **MISCELLANEOUS**

1. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination, including a drug test, by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
2. The City of Waterloo reserves the right to conduct a background investigation including employment, certification, education and criminal history checks on any applicant being considered for this position.
3. Must submit to Civil Service examination procedures including a panel interview.

### **WORK SCHEDULE**

Work schedule will generally be 8:00 a.m. – 5:00 p.m. Monday through Friday with one-hour unpaid lunch. Limited overtime.

### **EXAMINATION INFORMATION**

Qualified applicants who apply by the deadline date will be required to appear before an oral examination panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the oral examination. The top applicants, as ranked by their scores on the oral examination will be the individuals placed on the certified list. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability. Employment is contingent on possession of a good driving record based on City of Waterloo driver performance criteria and passing a post job offer physical and drug test. Failure to pass these tests will result in withdrawal of the employment offer.

### **ORAL EXAMINATION DATE**

Qualified applicants who apply by the deadline date will be notified of the time, place and date of the examination.

**A.A./E.E.O.  
Minority, female & disabled individuals are  
encouraged to apply.**