



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212

Telephone 313-800-5233

Permit Technician

An Equal Opportunity Employer

The City of Hamtramck has an opening for a full-time Permit Technician

Job Description Summary:

The Permit Technician reports to the office supervisor and performs administrative and technical duties within the building department. The permit technician primary duties include processing permit applications, scheduling rental inspections, and assisting the public at the window. The office is in City Hall at 3401 Evaline Street, Hamtramck, MI 48212.

Essential Duties and Responsibilities:

- Receives permit and project applications and verifies information for plan reviews and fee determinations.
- Assists customers, answer questions, and resolve issues at the window.
- Issuing permits and scheduling building and rental inspections.
- Review and process permits ensuring all required information is complete and accurate.
- Provide customer service answering questions, and addressing concerns related to building and rental, necessary requirements, permits and procedures.
- Knowledge of all city codes and ordinances.
- Provides information to developers, contractors and the public on building issues, property information, procedures, and ordinances.
- Prepare monthly reports.
- Assist with administrative tasks in the department, answering telephones, typing correspondences, and reports, scanning, filing and records retention.
- Other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of city codes and ordinances.
- Ability to print reports and analyze data.
- Perform a variety of technical and administrative permitting functions.
- Effective verbal and written communication.
- Ability to effectively communicate the application process at different stages during the permit process.
- Data entry

Education and Experience:

- High school diploma or GED

- Two (2) years administrative/ office clerical experience preferably in construction or planning/zoning
- Experience with BS&A, Outlook and supporting software preferred

Salary and Benefits

- FLSA-non-exempt \$21.78 Hourly (Grade 6)
- Standard benefits package available including medical, dental, vision, ST, and LT Disability
- Participation in retirement plan
- Paid time off and sick days
- Paid Holidays

Application Process:

Download application at <https://hamtramck.us/wp-content/uploads/2021/05/Hamtramck-Application-Final-05072021.docx>. Return completed application and resume by email to hr@hamtramckcity.com. Position open until filled.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate based on race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. People with a disability may request accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.