

BUILDING PERMIT TECHNICIAN

Pickaway County is currently accepting applications and resumes for the position of Full Time Building Permit Technician. The rate of Pay is \$18.00 per hour plus benefits and an increase after successful completion of a probationary period. Work hours are Monday thru Friday 8:00 am – 4:00 pm.

Applicants should be able to maintain a professional relationship with the Chief Building Inspector, building inspectors, developers, builders, plan examiners, and consultants. Applicants must be able to receive and review building applications from customers, assess the scope of projects and relevant permit requirements, educate customers regarding necessary permits and general code compliance of proposed projects, verify contractor registrations, project registrations, and project approvals; as well as helping to coordinate inspection requests for building inspectors. Applicants must be able to work in a fast-paced environment.

A full job description and application are available at www.pickaway.org under the Employment link and at the Pickaway County Commissioner's Office, 139 W. Franklin Street, Circleville, Ohio 43113. To apply, please submit a cover letter and completed application to the Pickaway County Commissioner's Office to the attention of Deputy County Administrator Marc Rogols. The position will remain posted until filled.

Pickaway County is an equal opportunity employer.