



City of
CERES Together We Achieve



Building Permit Technician

\$3,600—\$4,375 (monthly, paid bi-weekly - Bilingual preferred, not required)
PLUS EXCELLENT BENEFITS

This is your opportunity to build the future of the City of Ceres! We are seeking an organized, personable and detail orientated individual. This career opportunity is a fast-paced full-service Building Division position. The ideal candidate will be capable of working independently while also maintaining clear lines of communication on numerous projects simultaneously.

Responsibilities may include:

- Receive and review building applications from customers; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance of proposed projects.
- Coordinate Public Facility Fee deferral agreements; prepare liens and track to ensure payment at close of escrow; process lien releases and submit checks to finance personnel.
- Calculate and verify valuations and fees; accept payments; issue permits as authorized.
- Assist building inspectors in coordinating inspection requests; perform clerical duties for building inspectors.

Requirements:

- Equivalent to the completion of the twelfth grade.
- Two (2) years of clerical experience involving extensive public contact, preferably in the building or construction industry.
- Possession of a valid *California Driver License*.

Open: January 19, 2023

First Review of Applicants: February 2, 2023

Applicants must submit a completed online City job application. To apply and view [complete job and benefits information](https://www.calopps.org/city-of-ceres), please visit <https://www.calopps.org/city-of-ceres>. AA/EOE.

The City of Ceres is an equal opportunity employer and prohibits harassment and discrimination in employment (EEO). If you have questions or need special accommodations with the recruitment process, in advance please contact **Angelica Hernandez @ (209) 538-5746**.