



IMMEDIATE OPENING

Creative Human Resources Concepts, LLC (CHRC) is currently recruiting for a long term, temporary assignment for a client located in Mesa, AZ.

Permits Technician II

JOB DESCRIPTION: Communicates with the general public, reviews and processes various types of permit applications, issues routine permits, calculations of fees, answers various specialized development-related questions and data entry into permitting system.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Communicates verbally in person or by phone with the general public, other employees, management, and contractors or developers in order to interpret the client's rules, regulations, requirements, and procedures as they pertain to public and private development.
- Contacts applicants regarding permits and approvals, and answers questions from the public regarding permit applications.
- Prepares written documents using clearly organized thoughts and using proper sentence structure, punctuation, and grammar; resolve problems; and issue building, plumbing, mechanical, and electrical permits.
- Uses a personal computer (PC) for entering data in order to issue building permits, right-of-way permits, maintain public records, and record inspections.
- Uses graphic instructions such as blueprints and microfilm of engineering drawings to locate utilities, verify depth of utilities, review plans, and calculate costs of permits.
- Must be able to move Construction plans (maximum weight 40 lbs.) for distances of up to ten feet.
- Performs a variety of elementary and routine engineering calculations
- Other duties as assigned

REQUIRED EDUCATION/EXPERIENCE/CERTIFICATES AND LICENSES:

- Graduation from high school or GED. Any combination of training, education, and experience equivalent to at least one year (2+ years preferred) of work experience involving extensive in-person customer contact.
- Experience in the Construction field, planning and zoning, or architectural background.
- Word processing, database, and/or spreadsheet experience is preferred.
- Bilingual (Spanish/English) skills are desirable.
- Certification as a Permits Technician is highly desirable.
- Experience involving in-person customer contact with a private or public construction, utility, or development-related organization is also desirable.

Any job offer is contingent upon the successful completion of pre-employment drug screen, criminal background check, fingerprinting, employment verifications and reference checks. All qualified candidates for this position must be eligible to work in the United States.

HOURS: Mon-Thu – 7:00 a.m. to 6:00 p.m.
PAY RATE: \$15.99 per hour
TERM: Long term, temporary assignment - up to 12 months.

Qualified applicants can email their resumes to email@chrc4work.com.

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