



Town of Fort Myers Beach

2525 Estero Boulevard Ft. Myers Beach, FL 33931
Telephone: (239) 765 – 0202 • fortmyersbeachfl.com

JOB POSTING PERMIT TECHNICIAN

Date: May 16, 2023
Hiring Salary: \$17 - \$22 hourly
Hours of Work: M-F 8:30 AM – 4:30 PM
Town Core Hours of Operation: M-F 8:30 AM – 4:30 PM

Closing Date: Open until filled

Individuals in this position provide support within the Building Services Department by assuming the full duties of a Permit Technician and performing administrative support and office coordination duties to assure smooth, timely, and efficient office operations for the department. This is advanced, responsible, technical customer service work in the identification and issuance of required permits. Employees are responsible for providing assistance and information in the areas of building plans review, permit issuance, zoning, development orders, flood plain development requirements, coastal construction zones, contractor licensing, inspection tracking, and issuance of Certificates of Occupancy and/or Compliance. Work may vary in complexity and responsibility. Position has considerable public contact in providing citizens with information and advisement.

Minimum Qualifications:

- High School Diploma and three years of customer service experience. Past experience in the construction industry, permitting, or zoning field preferred.

An individual in this classification will be required to pass a criminal background check and pre-employment drug and alcohol screening.

The Town of Fort Myers Beach is an Equal Opportunity Employer

ADA/DFWP

*****Applications are ONLY being accepted via Indeed*****

<https://www.indeed.com/job/permit-technician-d860635f05f70f51>