



Job Announcement

Building Permit Technician

The City of St. Gabriel is accepting applications for the position of Building Permit Technician a full-time non-exempt position.

Job Summary

Position responsible for responding to general questions related to codes and regulations for building construction, remodeling and repair, enforcement of building, electrical, plumbing, mechanical, and property maintenance codes and ordinances regulating all structures. Position provides preliminary review of plans and specifications, review and process permit applications; issue permits, calculate permit fees, and perform related duties as assigned.

Physical Demands

Moderate physical demands

Education and Experience:

Education equivalent to completion of the twelfth grade. Requires at least two (2) years of administration experience, with additional one (1) year of experience as a Permit Technician

Certifications/Licenses

Must: Maintain a valid driver's license

Preferred: Certified with International Code Council as a Permit Technician

Accepted: Ability to achieve certification with International Code Council as a Permit Technician within one year of employment

The City of Saint Gabriel considers all applicants without regard to race, color, national origin, religion or creed, gender, disability, marital status, familial status, age, sexual orientation and gender identity. All candidates are encouraged to apply. Interested candidates should submit their resume to:

City of Saint Gabriel
City Clerk Office
Human Resource Department
HRDepartment@stgabriel.us
5035 Iberville Street - P.O. Box 597 - St. Gabriel, Louisiana 70776