



City of Naperville  
Employment Opportunity

<b>Job Title:</b>	<b>Lead Permit Technician (3515)</b>
<b>Closing Date:</b>	When filled
<b>Salary:</b>	\$27.73 - \$30.50 per hour
<b>Job Type:</b>	<input type="text"/>
<b>Location:</b>	<input type="text"/> , Naperville, Illinois
<b>Department:</b>	<input type="text"/>

**Job Description:**

The City of Naperville's Transportation, Engineering, and Development (TED) Business Group seeks an engaged leader to serve as Lead Permit Technician. This customer service-focused position supervises five Permit Assistants responsible for processing building permits from application through final closeout. As a working supervisor, the Lead Permit Technician trains, supports, and provides backup for the team while ensuring timely and accurate permit processing. This position oversees all phases of the permitting process, including application intake, plan review coordination, fee assessment, permit issuance, inspection scheduling, Certificates of Occupancy, and permit closeout. The Lead Permit Technician works closely with property owners, contractors, developers, design professionals, and City staff to ensure complete submittals, efficient permit processing, accurate documentation, and responsive customer service.

**The hiring range for this position is \$27.73 - \$30.50 per hour, commensurate with credentials and experience. The Pay Grade for this position is N220. For additional information, [click here](#).**

**Responsibilities include:**

- Train, oversee and guide the work of the Permit Assistants and assist with the team's duties as needed.
- Conduct reviews, approve time-off requests, and reassign work duties to the team to balance workloads.
- Maintain a complete understanding of the permit process and the roles of the Permit Assistants and Permit Specialists.
- Maintain an in-depth knowledge of the functionality of the software platforms used for permit management, assist in upgrades, and help maintain information on the City website.
- Create, maintain and generate records and reports.
- Engage property owners, developers and design professionals and contractors to ensure complete and accurate permit submittals.
- Establish and maintain effective working relationships with all City departments and outside review agencies.
- Continually monitor permitting processes and work with management on suggested improvements to meet the changing needs of customers. Design processes to enhance workflow.
- Perform administrative tasks relating to permitting processes. The permitting process includes, but is not limited to, building permits, site development permits, right-of-way permits, and fire department permits.
- Assist in the processing of agreements, which may include, but are not limited to right-of-way and easement encroachments.
- Demonstrate courteous and cooperative behavior when interacting with the public and City staff; act in a manner that promotes respectful and effective workplace environment.
- Manage own projects as well as oversee projects for the assigned team.
- Ensure safety rules and regulations are enforced.
- Perform all other duties as assigned.

**Qualifications:**

**Required:**

- Education equivalent to a high school diploma
- A minimum of 3 years of experience with building/development functions in municipal environments (*Equivalent combinations of applicable experience, certifications, and education may be considered*)
- ICC Permit Technician Certification (*or must attain it within 6 months of hire*)
- Valid State of Illinois Class D Drivers' License

**Preferred:**

- Associate's or Bachelor's degree in a related field
- ICC Code Specialist Certification (*or must attain within 2 years of hire*)
- Previous supervisory experience
- Additional ICC certifications (i.e. Permit Specialist, etc.)
- Experience working in Tyler EPL (EnerGov) or similar plan review software

- Ability to speak and write fluently in a second language

**Additional Information:**

The City of Naperville, Illinois is a dynamic community of 153,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

[Click here](#) to learn more about the benefits offered by the City of Naperville.

**APPLY ON-LINE AT:**

<http://www.naperville.il.us/careers/>

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

**THE CITY OF NAPERVILLE IS AN E. O. E.**

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.