



<p>POSITION DESCRIPTION</p> <p>Permit Technician</p> <p>FLSA Status: Non Exempt</p> <p>County Classification: Occupational</p> <p>Salary Grade/Band:</p>	<p style="text-align: right;">10 June 2015</p> <p style="text-align: right;">Reports to: Building Official</p> <p style="text-align: right;">Revised:</p> <p style="text-align: right;">Human Resources Initials: _____</p>
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<p>POSITION PROFILE</p> <p>Under general supervision from the Building Official, processes building permit applications and provides information to the public concerning the building permit process, requirements, codes, and inspection procedures.</p> <hr/> <p>GOALS</p> <ul style="list-style-type: none"> • To ensure work performance, effective time management practices, and attention to detail. • To conduct research and assist the County's Department of Building Safety professionally and efficiently. • To articulate and convey information accurately and appropriately to the public. <hr/> <p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Receives and handle telephone calls and walk-in public. • Advises contractors, developers, engineers, architects and the public on permit process requirements; assists the public in completing applications for building permits. • Interprets and applies relevant codes, regulations, policies and procedures as they relate to the processing of permit applications. • Reviews application and construction documents for completeness and compliance with requirements; monitors and assures performance of stated processing time goals; ensures that all necessary documentation and reviews are complete; issues permits after approval is secured. • Makes determination from plans and related documents on building area, occupancy group, etc; and calculates and assesses fees by measuring using the plan scale or using plan dimensions, project classification, and schedule of fees; presents and collects fees. • Records client data, services provided and charges; reviews file content for completeness, accuracy and consistency; researches permit application status. • Researches, retrieves and reviews historical records as necessary; collects and compiles data and prepares reports including construction-related statistical information, fees collected, and credits used. • Prepares routine correspondence and supporting documentation; maintains accurate records and files.

EDUCATION AND EXPERIENCE

- High School Diploma or Equivalent; and
- Requires one year secretarial or business training education; and
- One (1) year working in community development, building permitting, plan checking, building inspection, construction engineering, or a similar field.

SKILLS/ABILITIES

- Knowledge of procedures related to the processing of building permit applications;
- Basic knowledge of county adopted codes, ordinances, and regulations related to building construction;
- Knowledge of basic plan check processes and procedures and building inspection methods and procedures;
- Ability to effectively interpret and apply procedures and regulations;
- Ability to communicate effectively verbally and in writing;
- Ability to set priorities and coordinate multiple tasks efficiently;
- Ability to maintain cooperative working relationships with those contacted in the course of work activities including co-workers, the general public, homeowners, and contractors;
- Ability to read and understand construction drawings and blueprints;
- Ability to calculate fees and apply fee formulas;
- Ability to operate standard office equipment including computers and supporting word processing and spreadsheet applications.
- Must be able to work effectively with coworkers, clients and others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly and concisely, edit work for spelling and grammar, and be able to read and interpret difficult and complex written information
- Must be able to respond to inquiries from public, agencies, companies, and other departments to fulfill requests for information.

REASONING ABILITY

- Must have the ability to synthesize complex or diverse information and collect and research data.

PHYSICAL REQUIREMENTS

- Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting binders and files of approximately 10lbs to 20lbs. Work may include extended periods of time viewing a computer video monitor and operating a keyboard.

HAZARDS

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.