



PERMIT TECHNICIAN

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under direction, be responsible for processing various types of construction permits, and interact with the public at the counter and on the telephone.

ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

Accept plans and related documents for plan check; assist applicant in completing permit application and compute permit check fee for plan check. Verify the accuracy and completeness of information in accordance with building division guidelines; route plans and monitor progress on plan checks; maintain plan check filing system; respond to questions about plan check progress and explain procedures to applicants (owners, contractors, developers) and the general public. Operate the computerized Information System; review, approve and issue less complicated non-structural plan check over the counter.

OTHER DUTIES

Calculate permit fees; process refund requests; log and process complaints.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of: Architectural drawing convention and what comprises a complete set of plans; processes and procedures associated with construction permits; record management practices; general office operations; familiarity with building code and construction terminology.

Ability to: Understand general information presented on construction plans; understand and patiently and effectively explain city ordinances, regulations and procedures; maintain records neatly and accurately; interact competently and courteously with the public; communicate effectively orally and in writing; administer a field inspection scheduling system.

Skills: Perform accurate arithmetic calculations; operate computer and calculator with speed and accuracy.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification)*

Education & Experience: Any combination of experience and education that provides the desired knowledge and abilities to duties. Typically this is obtained through a high school education and at least one year of experience working in a building or planning department.

License/Certificate: Permit Technician certificate from ICC, or ability to obtain certificate within one year of hire.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Ability to deal effectively with difficult people with firmness and tact including people of diverse cultural backgrounds; sit and stand for long periods of time; to kneel and squat to retrieve materials; to lift supply materials weighing up to 10-pounds; to maintain cooperative working relationships with all those contacted in the course of work. Ability to communicate well, to be able to read requirements and to hear and understand people at the counter and on the telephone.

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AFSCME 829
NON-EXEMPT
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