

PERMIT TECHNICIAN III

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DEFINITION

Under general direction of the Permit Center Supervisor, Chief Building Official or designee performs advanced paraprofessional and technical work involved in the receipt, processing and review of building permit applications, in the issuing of building and related permits, and in minor design review; performs other related work as required.

DISTINGUISHING FEATURES

Work in this class includes responsibility for approval of minor over-the-counter design review in addition to routine basic over the counter and web permits and has the ability to process permits for all types of projects. Incumbents are required to possess an International Code Council certification as a Permit Technician. Positions allocated to this class are distinguished from lower classes by a broader scope of activity, level of independent action, and consequence of error, while still expected to perform work of lower classes as needed. Incumbents are expected to have full knowledge of procedures related assigned areas of responsibility.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions

Essential Duties

1. Performs technical review of various building and other related permit applications and materials; approves routine over the counter or express building permits.
2. Performs planning and zoning review of building permit application and materials; approves over-the-counter minor design review.
3. Enforces zoning regulations; explains and monitors compliance procedures.
4. Performs routine plan checks for compliance with established criteria.
5. Functions as liaison and single-point-of-contact for developers with City building services and design review staff; coordinates action and workflow within the Planning & Building Department and with other City departments and outside agencies; serves as permit coordinator for special projects.
6. Coordinates plan review; monitors and coordinates project submittals; reviews plan check comments for consistency; compiles plans and blueprint comments; reviews annotations and comments with applicants; facilitates pre- and post- application conferences for permit submittals.
7. Receives inquiries, and reviews and evaluates permit applications, construction plans, blueprints and other supporting documents for completeness, accuracy and conformance with local, state, and federal building codes, regulations, requirements, and other applicable established criteria.
8. Uses fee schedules and designated calculations such as square footage, to determine values and calculate and assess preliminary and final fees; collects, records and balances permit related monetary transactions.
9. Performs extensive responsible and complex computerized data entry, data organization, and records access.
10. Records, logs, compiles and maintains various permit related files, data, documents, plans, blueprints and reports.
11. Researches, compiles and summarizes a variety of information and data regarding building, planning and related issues, such as occupancy uses and property histories; prepares various reports, statements or logs.
12. Provides information and instruction regarding building and planning review, zoning, permitting processes and common code issues; maintains knowledge of applicable laws and procedures; interprets and explains rules and regulations; answers questions and resolves problems or complaints.
13. Participates in the administration of assigned activities; recommends and participates in the implementation of policies and procedures.
14. Provides lead direction and training for assigned staff to ensure effective operations; may plan, assign, oversee and review daily work and related assignments.

Other Duties

15. Performs related duties as assigned.

WORKING CONDITIONS

- Office environment.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.
- Frequent interaction with City departments, the general public, and/or citizens which may include responding to various inquiries, providing City or department information, and interacting with upset customers, staff, and the public in interpreting and enforcing departmental policies and procedures.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer keyboard, mouse and to operate standard office equipment.
- Seeing to interpret, read, and maintain various documents, such as files, contracts, and reports, in electronic and non-electronic formats.
- Hearing and speaking to present and exchange information and to communicate in person and by telephone.
- Frequent sitting for extended periods of time.
- Frequent standing to assist customers at the permit counter.
- Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Occasionally lift, carry, push, and pull materials and objects up to 25 pounds.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: High School Diploma, GED, or equivalent supplemented by specialized training and education related to building, plumbing, mechanical, electrical and/or zoning codes.

Experience: Four years of responsible experience involving building permit processing, planning and design review, land use regulations, or building plan review for a public agency.

Knowledge

Knowledge of plan check, zoning, code administration, and permit approval processes and procedures; building construction practices and materials; construction drawings, plans, drafting symbols, customs, and techniques; land measurement and legal descriptions; applicable local, state, and federal codes, regulations, requirements; modern office equipment and designated specialized equipment; knowledge of applicable computer software and operating programs.

Ability

Ability to effectively perform advanced paraprofessional and technical work involved in the receipt, processing and review of building permit applications, and in the issuing of building and related permits; execute over-the-counter routine building permit approval authority and over-the-counter minor design review approval authority; serve as liaison for developers and coordinate workflow; read, understand, implement and explain technical information; read, understand and explain plans, specifications, blueprints and associated comments and annotations; perform routine and complex arithmetic calculations with speed and accuracy; apply standards, procedures, practices and techniques associated with assigned duties and responsibilities; operate a variety of modern office and other specialized equipment including calculators and computers; maintain and utilize designated specialized computer software; effectively perform computerized data entry, data organization and records access; interpret and apply established City policies and governmental guidelines and regulations; compile and summarize data and prepare reports, statements or logs; use initiative and exercise independent judgement; deal with complex and technical information; establish and maintain accurate records; acquire and maintain level of knowledge required for satisfactory job performance; communicate effectively; establish, maintain, and promote positive and effective working relationships with employees, other agencies, and the public; demonstrate an enthusiastic, resourceful, and effective customer service attitude; plan, assign, oversee and review daily work of assigned staff; provide lead direction and training to assigned staff.

Keyboard Skills

Ability to perform computer keyboard work with speed and accuracy.

Other Requirements

Possession of a Permit Technician certificate from the International Code Council.