

PERMIT TECHNICIAN II

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DEFINITION

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

DISTINGUISHING FEATURES

Work in this class includes responsibility for issuing permits for residential projects, commercial buildings and tenant improvements, screen applications for completeness, route documents for review and processing special event permits. Work in the class is distinguished from that of higher classes by the routine nature of the work performed and by the limited level of independent responsibility. Work in the class is distinguished from that of lower classes by its specialized nature. Incumbents are required to possess an International Code Council certification as a Permit Technician at the time of hiring.

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. 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.
2. Processes and issues various building and other related permits; approves routine basic over-the-counter permits.
3. Performs routine plan checks for compliance with established criteria.
4. 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.
5. 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.
6. Performs extensive responsible and complex computerized data entry, data organization, and records access.
7. Records, logs, compiles and maintains various permit related files, data, documents, plans, blueprints and reports.
8. Researches, compiles and summarizes a variety of information and data regarding building, planning and related issues, such as occupancy uses and property histories; may prepare various reports, statements or logs.
9. Provides information and instruction regarding building and planning review, 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.
10. Participates in the administration of assigned activities; may recommend and participate in the implementation of policies and procedures.
11. May provide lead direction and training for assigned staff.

Other Duties

12. 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: Three years of responsible public contact experience, at least two of which shall have involved public contact work related to issuing building permits, architecture or building design, land use regulations, construction, drafting, civil engineering, planning or plan review, preferably for a public agency.

Knowledge

Knowledge of plan check and permit approval processes and procedures; building construction practices and materials; drafting symbols, customs, and techniques; applicable local, state, and federal codes, regulations, requirements; modern office equipment and designated specialized equipment. Knowledge of applicable computer software and operating programs is desirable.

Ability

Ability to effectively perform technical, administrative, and computerized work involved in the receipt, processing and review of building permit applications and in the issuing of building and related permits; 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; 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; 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.