

SENIOR PERMIT TECHNICIAN

GRADE 25

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate skilled clerical and technical work assisting with oversight and participating in processing and issuing various building and construction permits; does related work as required. Work is performed under regular supervision. Limited supervision is exercised over Permit Technicians.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with oversight and participating in assisting applicants and processing and issuing building and occupancy permits; providing information to citizens and applicants; coordinating inspections; preparing and maintaining records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receives and processes various permit applications; verifies correct and supporting information is submitted for permit applications; enters permits into system; monitors application status.
- Schedules and coordinates inspections; maintains inspection log book and sheets; posts inspections in system; reviews inspections and paperwork before final inspections are completed; sends approvals to utility company for connection.
- Calculates appropriate fees; receives receipts and accounts for various fees.
- Assists in training new development technicians.
- Copies and submits house locations surveys for E&S and 911 addressing.
- Coordinates subs information from contractors.
- Contacts owner/agent for permit pick-up; coordinates with permit runners for permit pick-ups.
- Provides technical/clerical support for other department personnel; updates office forms and applications.
- Receives unauthorized or unsafe building code complaints.
- Reviews building plans when questions arise from third party inspections.
- Assists in the preparation of periodic, special and other reports.
- Verifies statistical and other reports for accuracy and completeness.
- Serves as receptionist, answers telephone, provides information on permitting requirements to builders, contractors and the general public; takes complaints and requests for inspections; explains application process.
- Assists front desk customers with completing applications forms.
- Serves as Permit Center Supervisor as required; provides day-to-day oversight and assistance to Permit Technicians on questions and complex issues; trains new employees.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of departmental programs, policies and procedures; thorough knowledge of building and construction permit processing; thorough knowledge of the standard office methods and procedures, business English, spelling and commercial arithmetic and office management; ability to perform a considerable volume of detailed record work; ability to establish and maintain effective working relationships with associates, subordinates and the public; ability to type a minimum of 40 wpm.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in permit processing.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.