



June 2019
FLSA: Non-Exempt

BUILDING/ONSITE PERMIT TECHNICIAN I/II

DEFINITION

Under direct (I) or general (II) supervision, performs a variety of routine to complex administrative and technical support duties related to the issuance of building, onsite wastewater, plumbing, mechanical, and electrical permits and in support of related services and activities of the Community Development Department; provides information to the public at a counter or over the telephone explains ordinances, requirements, codes, and department procedures to building contractors, architects, engineers, builders, and the general public pertaining to land development and improvement, permit requests, and concerns; supports regulation and control of design, construction, and quality of materials, use and occupancy, location, and maintenance of all buildings and structures within the Town's jurisdiction; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision or general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Building/Onsite Permit Technician I: This is the entry-level classification in the series. Initially under close supervision, incumbents learn and perform day-to-day responsibilities of providing building, onsite wastewater, and planning information to the public, processing plans and permit applications, and providing technical support to the department staff. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern.

Building/Onsite Permit Technician II: This is the fully qualified journey-level classification in the Permit Technician series. Positions at this level are distinguished from the I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Permit Technician class series are flexibly staffed; positions at the II-level are normally filled by advancement from the I-level; progression to the II-level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; and (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Permit Technician I level may perform some of these duties and responsibilities in a learning capacity

- Provides appropriate information regarding zoning, subdivision plans, onsite wastewater, and building ordinances, procedures, and requirements to the public including homeowners, developers, contractors, engineers, and architects, in person and over the counter and telephone; assists the public in the permit application process, coordinating and scheduling inspections, and other developmental processes; notifies applicants when plans or permits are ready for delivery or issuance; provides status updates.
- Conducts building, land use, onsite wastewater, and engineering permit processing; reviews permit applications, plans, specifications, and supporting documents for completeness and compliance with legal standards and Town requirements; calculates permit fees; prepares bills, collects fees, and issues receipts; issues building, plumbing, mechanical, and electrical permits following established guidelines.
- Receives documents and completes planning and building review approval process on plot and site plans to ensure code compliance; resolves moderately complex issues of compliance; reviews and approves plans and accompanying documents on over-the-counter permits for assigned projects; assists in processing construction plans for commercial and residential projects; files or routes information to appropriate Town departments.
- Applies departmental policies and procedures in determining completeness of applications, records, and reports; provides information and forms to the public; processes appropriate information.
- Processes Onsite Division Clearance to Record requests, operating permits, expiration notices, corrective action requests, and correction notices and/or infraction notices.
- Checks status of State contractors' licenses, business licenses, and verification of worker's compensation insurance.
- Tracks time limitations and constraints on construction projects; prepares standard periodic and special reports as required; researches files regarding prior actions, decisions, development activities, and other information related to the property under review.
- Performs a wide variety of administrative duties in support of the Building and Onsite Divisions; establishes and maintains files, logs, and databases; creates and modifies forms as necessary; prepares and proofreads a wide variety of correspondence, letters, memoranda, reports, statistical charts, and other written materials; distributes reports internally and to various governmental offices; organizes and assembles documents; files and catalogs maps, photos, and other planning exhibits and documents; verifies accuracy of information; researches discrepancies and records information.
- Stays current on changing code, laws, manufacturers, and material requirements.
- Compiles information and data for statistical and financial reports; maintains a variety of statistical records; checks and tabulates statistical data.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Building/Onsite Permit Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Basic planning, building, and zoning principles and practices.
- Basic policies and procedures related to development review, permitting, and plan checking.
- Real property description terminology and concepts.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Business arithmetic, including the calculation of areas and fees.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform detailed, technical, and specialized planning and zoning and/or permit support work.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Read and interpret plans, specifications, related construction documents and maps.
- Calculate square footage, fees and/or penalties from plans and fees for permit applications.
- Respond to and effectively prioritizing multiple phone calls, walk-up traffic, and other requests and interruptions.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate arithmetic computations.
- Maintain accurate logs, records, and basic written records of work performed.
- Effectively represent the department and the Town in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Building/Onsite Permit Technician I/II: Equivalent to the completion of the twelfth (12th) grade, supplemented by courses in planning, construction management, architecture, engineering, or a related field.

Building/Onsite Permit Technician I: Two (2) years of office support experience, including experience explaining procedures and regulations, preferably in a public agency setting.

Building/Onsite Permit Technician II: Four (4) years of progressively responsible experience equivalent to Building and Planning Technician I with the Town of Paradise.

Licenses and Certifications:

Building/Onsite Permit Technician II:

- Possession of, or ability to obtain, a certification as a Permit Technician by the International Code Council within twelve (12) months of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.