



## **PERMIT TECHNICIAN II**

**751**

Jamestown  
1607

**DEPARTMENT:** County Administration/Building Safety & Permits

### **NATURE OF WORK:**

Performs advanced and responsible administrative and clerical work for the Division of Building Safety & Permits. Work performed in a complex setting assisting customers both in person and on the telephone; maintaining complex and varied records, both manual and automated; and, typing a variety of correspondence, minutes, and reports. Deals on a continuing basis with sensitive or controversial matter and has continual public contact. Serves as back-up to the Senior Permit Technician.

Work involves the exercise of initiative, sound judgment, and discretion in the performance of duties. Duties are performed under the general supervision of the Plans Examiner Chief.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Assists the public and answers a wide variety of questions regarding the permit application process, inspections, building codes, zoning requirements, etc., or refers the question to the appropriate person.

Assists customers in filling out applications for building, electrical, plumbing, mechanical, and gas permits; reviews applications for accuracy and completeness; ensures that required plans are submitted with permit application and reviews plans for accuracy; explains what inspections are required according to the permit issued and why the inspections are required.

Accesses Building Safety & Permits databases by use of computer terminals; inputs and extracts data from computer; accurately records inspections, actions taken, permits issued, etc., to update and maintain computer files; prints permits or other data by use of hard copy printer; generate monthly statistical reports for distribution.

Transcribes minutes of Board of Zoning Appeals and Wetlands Board meetings. Prepares information for submittal to County Board of Supervisors.

Performs duties of the Senior Permit Technician in the incumbent's absence and daily when needed.

Prepares and sends correspondence and form letters on general matters.

Interprets and applies established policies, standards, and procedures where clear precedents have been established.

Receives and distributes mail; schedules appointments and meetings; schedules appointments and meetings; makes travel arrangements when needed. Provides assistance in scheduling and arranging meetings of the Board of Zoning Appeals and Wetlands Board.

Answers a wide variety of questions, both over the telephoned and in person, regarding the permit application process, inspections, building codes, zoning requirements, etc., or refers the question to the appropriate person.

Receives applications to the Board of Zoning Appeals and Wetlands Board for appeals, interpretations, and variances: reviews for completeness and routes for appropriate action. Also prepares and mails all adjacent property owner notification letters, decisions letters, and permits.

Monitors the status and location of all building permit applications in the review and legislative process, including site plans and special use permits; answers questions regarding status of permits and inspections.

Issues building, plumbing, electrical, mechanical, and gas permits and Certificates of Occupancy; check records to determine that there are no restrictions on a permit and obtains proper approval before issuance.

Checks records to ascertain that all contractors applying for permits are properly bonded, licensed, and State registered.

Receives requests for inspections and completes inspection request.

Contacts electric and gas company to authorize gas connections and electrical service to buildings that have been approved for occupancy.

Recommends and implements changes in permit processing and office procedures; develops public handouts regarding the permit process.

Performs general typing for inspections staff.

May assist applicants in drawing simple plans to meet application requirements; explains what inspections are required according to the permit issued and why the inspections are required. Computes fees required and ensures that fees have been paid prior to the issuance of a permit.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

#### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed primarily in an office setting. Operates general office equipment, including computer keyboard, telephone, copy machine, and typewriter.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of standard office practices and procedures, equipment, and its application to the area of assignment.

Thorough knowledge of data entry, personal computer software applications, and related equipment.

Thorough knowledge of department operations and organizations.

Considerable knowledge of grammar, punctuation, spelling, and arithmetic.

Ability to make independent decisions and independently apply and carry out policies and procedures.

Ability to establish and maintain effective working relationships with employees and the general public.

Ability to operate general office equipment, word processing equipment, and microcomputers as required to accomplish the work assigned.

Ability to follow verbal and written instructions.

Ability to maintain complex records and ensure their accuracy.

Ability to work under pressure.

Ability to prioritize, organize, and perform work independently.

Ability to take minutes and transcribe accurately.

## **MINIMUM QUALIFICATIONS:**

High school diploma or equivalent; and considerable clerical experience which shall have included interaction with the public, data entry, and automated record keeping; or any equivalent combination of education and experience providing the required knowledge, skills, and abilities cited above.

## **NECESSARY SPECIAL QUALIFICATIONS:**

CORE Academy certification and experience as a Permit Technician.

Must successfully complete probationary period.

Date: August 2006

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Permit Technician II Position Number: 751  
Department: County Administration Division: Building Safety & Permits

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. *Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## **1. Speaking/Talking:**

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other \_\_\_\_\_
- \_\_\_\_\_
- Not essential to job functions

## **2. Hearing/Listening:**

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

## **3. Reading: (ability to read and understand text)**

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |                                                        |                                                                            |
|--------------------------------------------------------|----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input checked="" type="checkbox"/> Use radio/console  | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>		✓					✓		
<b>Push/Pull</b>		✓					✓		
<b>Hold/Carry</b>		✓					✓		

Manipulation done from:  ground to waist     waist level     waist to shoulder     above shoulder  
(Check all that apply)

Not essential to job function:  Lift     Push/Pull     Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u>                                                    | <u>Stairways</u>                                                  | <u>Steps</u>                                                      |
|-------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Step stool                               | <input type="checkbox"/> 1 flight                                 | <input type="checkbox"/> 1-2                                      |
| <input type="checkbox"/> 8' to 10' step ladder                    | <input type="checkbox"/> 2 flights                                | <input type="checkbox"/> 2-3                                      |
| <input type="checkbox"/> Extension ladder                         | <input type="checkbox"/> 3 or more flights                        | <input type="checkbox"/> 3-4                                      |
| <input type="checkbox"/> Other _____                              | <input type="checkbox"/> Other _____                              | <input type="checkbox"/> Other _____                              |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>		✓						✓	
<b>Sit</b>				✓				✓	
<b>Walk</b>	✓						✓		
<b>Run</b>	✓						✓		

If walking or running, over what type of terrain?  flat     rough     both

Not essential to job function:  Stand     Sit     Walk     Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			