



PERMIT TECHNICIAN SENIOR

753

Jamestown
1607

DEPARTMENT: County Administration/Building Safety & Permits

NATURE OF WORK:

Performs technical work assisting the public through permit application and review processes.

Work is performed in a complex setting dealing on a continuing basis with multiple tasks and with the public. Work involves attention to detail and ability to deal with customers in a professional and courteous manner.

Work is performed under the general supervision of the Chief Plans Examiner.

ESSENTIAL FUNCTIONS OF THE JOB:

Assists the public in filling out applications for building, electrical, plumbing, and mechanical permits; reviews applications for accuracy and completeness; ensures that required plans are submitted with permit application and reviews plans for accuracy; 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.

Receives site plans for review and routes for appropriate action.

Receives applications to the Board of Zoning Appeals and Wetlands Board for appeals, interpretations, and variances; reviews for completeness and routes for appropriate action.

Computes fees required for permit applications; ensures that fees have been paid prior to the issuance of a permit.

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

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

Issues building, plumbing, electrical, and mechanical permits and Certificates of Occupancy; checks 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 licensed and state registered.

Receives requests for inspections and completes inspection tickets.

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

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

Screens incoming calls and correspondence and refer to appropriate staff for action.

Provides guidance and supervision to Permit Technician I and II.

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

Performs general office management duties such as assigning and monitoring work of Permit Technicians, monitoring and ordering office supplies, performing general typing for inspections staff, preparing time sheets, monitoring and maintaining personnel, leave, and attendance records, etc.

Backs up Permit Technicians as needed.

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, copier, and typewriter.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of various county permit application and review processes.

Considerable knowledge of computer tracking process and use of computer equipment.

Considerable knowledge of building industry terminology.

Thorough knowledge of data entry and related equipment.

Thorough knowledge of department operation and organization.

Some knowledge of various codes related to the issuance of permits.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to keep track of records and documents in various stages of various processes.

Ability to prioritize, organize, and perform work independently.

Ability to establish and maintain effective, courteous relationships with the public and other county employees.

Ability to deal with public relations problems courteously and tactfully.

Ability to perform multiple tasks.

Ability to communicate effectively in a clear concise and courteous manner.

Ability to work under pressure.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; and considerable experience in processing records or other documents, and working with the general public; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess Core Academy and Permit Technician certification.

Date: August 2006

PrmtTechSenior.753_105_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Permit Technician Senior Position Number: 753
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
Lift		✓					✓		
Push/Pull		✓					✓		
Hold/Carry		✓					✓		

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+			
Stand		✓						✓	
Sit				✓				✓	
Walk	✓						✓		
Run	✓						✓		

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.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" 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) _____			

Date: August 2006

PrmtTechSenior.753_105_01