DEPARTMENT: Community Development Department

REPORTS TO: Program Supervisor

SUPERVISES: None

DEFINITION:

Performs a variety of technical and specialized clerical duties in support of the receipt, processing and recordkeeping functions of the City's permit counter. Provides information and assistance to customers in applying for and obtaining City development permits including building-related, land use, water, sewer and stormwater permits.

DISTINGUISHING CHARACTERISTICS

The Permit Technician I classification is distinguished from the Permit Technician II classification by the absence of on-going leadworker responsibility and the responsibility to perform less complex and comprehensive permitting duties.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Reviews and processes applications from the public reviewing them to ensure accuracy and completeness; assists in completing applications; provides information regarding the application process and select city development codes.

Performs site design reviews on residential building permit applications.

Provides customer service in person and on the phone regarding technical and process information including the permit process, zoning, land use, signs, etc.

Reviews and interprets plot plans to ensure compliance with select City Development Code and policy; takes or recommends appropriate action.

Issues a variety of permits including all building permits, sign permits and temporary permits.

Monitors the permit review process by routing applications and plans and tracking applications through the approval process; ensures timely processing of application requests.

Accepts and monitors completion bonds, refunding them when necessary, and responding to requests from banks.

Calculates and collects fees for applications; process incoming payments; prepares related reports as assigned.

Prepares and maintains application files and other records.

Researches a variety of building-related or land use issues including ownership, zoning, easements, right-of-way, regulations, etc.; uses a variety of automated systems for research including PITS, ArcView and GeoSource; collects and compiles data; prepares standard standard and ad hoc forms and reports for internal and external customers.

Assists in the development of public information material; monitors and maintains an adequate supply.

Creates and maintains current City maps and related documentation; updates as necessary; interprets information on maps and as-built drawings; remains current on City Code as it relates to responsibilities.

Interprets "as-built" drawings for determining locations of public facilities including water lines, sanitary sewer lines, storm drains, etc.

OTHER JOB FUNCTIONS

May notarize documents for City employees and the public.

Perform other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or standing at a counter, but also requires driving to meetings. May be exposed to angry people at the counter.

QUALIFICATIONS:

Knowledge of:
-Codes and local ordinances as they relate to responsibilities.
-Building construction, engineering, or land use planning principles and practices.
-Record and bookkeeping systems.
-Office practices and procedures.
-Mapping and basic engineering principles and plans.
-Legal descriptions.

Ability to:
-Read and interpret legal descriptions and complex plans and maps.
-Communicate effectively, both orally and in writing.
-Perform mathematical calculations and collect money/checks.
-Establish and maintain accurate records.
-Establish and maintain effective working relationships with employees, customers and others.
-Operate office equipment such as word processor and calculator as well as automated permit tracking system.
-Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Completion of college level course work in reading and interpreting plans and city codes, or course work in a field related to responsibilities, and two years of technical office support experience including the interpretation of plans and maps.

Licenses, Certificates, and Other Requirements
Valid driver's license

Approved:
Revised: 12/97

Union Status: GU
FLSA: NE