

County of Humboldt Job Specification
SENIOR PERMIT TECHNICIAN
Classification 0326
FLSA: Non-Exempt



DEFINITION

Under direction, leads and performs the more complex and difficult permit applications work in one or more specialized land use areas, including those for commercial and industrial projects; receives plans and land use applications, calculates fees, routes plans for professional review, and reviews plans within specific guidelines; provides lead direction and training to lower level staff; provides information to the public; confers with applicants regarding County procedures and plan requirements; and performs duties as assigned related to various permit and development processes.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Permit Manager. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Permit Technician series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Permit Manager in that the latter is a management classification responsible for planning, organizing, reviewing, and evaluating the work of staff in the Permit Unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Provides lead direction, training, and work review to Permit Technician staff; sets work priorities, coordinates, and schedules assignments, and establishes goals and objectives.
- Provides input into performance evaluation, disciplinary matters, and other personnel decisions for assigned staff.
- Processes permits for complex commercial and industrial projects, ensuring that all permit requirements are met and follow-up is accomplished.
- Participates in the development and implementation of permit and office procedures, training manual, and standardized forms.

- Assists in the review and approval of a variety of permits; assists staff with the resolution of situations that arise in contact with homeowners, builders, architects, and contractors regarding the interpretation or coordination of the department's work.
- Reviews building plans and specifications for completeness and conformance to permit requirements; reviews specific forms, permit applications, waivers, affidavits, plans, energy calculations, and truss calculations for completeness and compliance with pertinent codes and regulations.
- Accepts and logs a variety of applications, and reviews for compliance with land use standards and regulations; routes plans to various County departments for review and sign off; monitors plans and ensures their return in a timely manner; prepares plan packets for plan check by contract services.
- Creates, processes, and maintains referral inspection requests and business license requests.
- Calculates square footage of the construction area or cubic yardage of grading area by measuring to scale; calculates permit, plan check, map check, and similar fees; collects such fees and issues receipts.
- Performs parcel, permit, and zoning research, and/or permit history regarding parcel zoning, land use, and subdivision restrictions to the public, which may involve multiple County departments; checks the addresses and parcel numbers for any previous work or departmental actions regarding the properties.
- Verifies that required permits have been obtained; verifies contractors' and subcontractors' workers' compensation insurance coverage, construction bonds, and licenses.
- Issues permits for specific types of construction; issues other permits as required, following specific guidelines.
- Provides information to the public regarding County regulations, requirements, and complaints, as well as applicable ordinances, regulations, requirements, and procedures related to the permitting and land development process; assists the public in completing and processing various permits.
- Determines the types of inspections and reviews required for the construction proposed.
- Provides information to applicants and others regarding application policies and procedures, basic planning requirements, how to correct deficiencies in original applications, and the process for re-application.
- Performs a variety of office and administrative support work.
- Performs other related duties as assigned.

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Various construction types and basic building, encroachment, and grading and/or land development procedures and requirements.

- Applicable local ordinances and state statutes relative to land use, land development, and permitting process.
- Applicable fire, zoning, and related laws and regulations.
- Real property description terminology and concepts.
- Business arithmetic, including the calculation of areas and fees.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County 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:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Read and interpret building, encroachment, and grading and/or land development plans, related construction documents and various maps.
- Calculate square footage or cubic yardage, fees, and/or penalties from plans.
- Interpret, explain, and apply policies, laws, and procedures regarding the permit process and County zoning ordinances.
- Perform detailed technical and specialized development support work.
- Organize and maintain accurate files and records.
- 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:

Equivalent to completion of the twelfth (12th) grade. Some college-level coursework in building, urban planning, or a closely related field is preferred.

and

Two (2) years of increasingly responsible work experience performing permitting, technical planning, drafting, or related work at a level equivalent to the County's class of Permit Technician II.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- Employees work in an office with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e., background screening, physical examination, etc.).