

County of Humboldt Job Specification
PERMIT TECHNICIAN I/II
Classification 0325
FLSA: Non-Exempt



DEFINITION

Under immediate (Permit Technician I) to general (Permit Technician II) supervision, receives, reviews, and processes varied land use and building permit applications in one or more specialized land use areas; receives plans, calculates fees, invoices fees, routes plans for professional review, and reviews basic plans within specific guidelines; provides information to the public; confers with applicants regarding County procedures and plan requirements; records and files for zoning, general plan, and special study use; reviews and prepares various graphic displays, correspondence, documents, and computer data inputs to support planning and permitting processes; performs duties as assigned related to various permit and development processes.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate to general supervision from the Permit Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Permit Technician I: This is the entry-level classification in the Permit Technician series. Initially under close supervision, incumbents learn and perform a variety of routine duties related to land use and building permits, code compliance, and applications for the department. 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. Exceptions or changes in procedures are explained in detail as they arise.

Permit Technician II: This is the journey-level classification in the Permit Technician series. Positions at this level are distinguished from the I level 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.

This class is further distinguished from the Senior Permit Technician in that the latter provides technical and functional direction to lower-level support staff and is responsible for the more complex work.

Positions in the Permit Technician I/II class series are flexibly staffed and positions at the II level are typically filled by advancement from the I level after gaining the knowledge, skill, and experience which meet the qualifications for, and after demonstrating the ability to perform the work of, the higher-level classification.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

Some duties, knowledge, skills, and abilities may be performed in a learning capacity for entry-level (I-level) positions.

- Receives and reviews building (commercial and residential), encroachment and grading, and land development plans and specifications for completeness and conformance to land use and building permit requirements; reviews specific forms, permit applications, waivers, affidavits, plans, and calculations for completeness and compliance with pertinent codes and regulations; , and issues permits accordingly.
- Accepts and logs a variety of applications, and reviews for compliance with land use standards and regulations.
- Calculates square footage of the construction area or cubic yardage of grading area by measuring to scale.
- Calculates application, permit, plan check, map check, and similar fees; invoices and 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.
- Prepares graphics for a variety of reports.
- Provides information to the public regarding County regulations and requirements, 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.
- Prepares lists for notification of property owners and occupants regarding use, variance, zoning, and related permits.
- Checks the addresses and parcel numbers for any previous work or departmental actions regarding the properties.
- Assigns addresses to approved parcel and subdivision maps; processes address change requests and verifies existing addresses.
- Creates, processes, and maintains referral inspection requests and business license requests.
- Verifies that required permits have been obtained; verifies contractors' and subcontractors' workers' compensation insurance coverage, construction bonds, and licenses. Determines the types of inspections and reviews required for the construction proposed.
- Schedules land use and building inspections.
- Routes sets of plans and information to various County departments for review and sign off; tracks plans and ensures their return in a timely manner; prepares plan packets for plan check by contract services.
- Performs a variety of office and administrative support work.
- Maintains paper and digital files.

- Performs other duties related to permits and development 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:

- Applicable federal, state, and local laws, codes, and ordinances relevant to the planning and building permit process.
- Various construction types and basic building, encroachment, and grading and/ or land development procedures and requirements.
- Applicable fire, zoning, and related laws and regulations.
- Basic real property description terminology and concepts.
- Business arithmetic, including the calculation of areas and fees.
- Terminology, symbols, methods, techniques, and instruments used in planning and map drafting.
- 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, including GIS software.

Ability to:

- 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 digital records.
- Effectively communicate complex regulations and processes to members of the public.
- 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.
- 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, supplemented by college level coursework in building, urban planning, or a closely related field.

and

Level I: one (1) year of office experience in permitting, technical planning, drafting, engineering, or related function.

Level II: two (2) years of experience performing increasingly responsible permitting and plan review or technical planning, drafting, engineering, or related function at a level equivalent to the County's class of Permit Technician I.

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 primarily work in an office with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field.
- 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.).