

MAJOR FUNCTION

This is responsible technical, clerical and public contact work in the preparation and processing of various types of building and environmental permits. Work involves answering all technical questions regarding requirements for submitting permit applications; reviewing permit applications to determine adherence to internal procedures and external polices, applying appropriate technical considerations; entering data from permit applications into Permit Tracking System and generates reports to equip management with information to make decisions. Considerable public contact is involved in the issuance of the permits, requiring the exercise of patience, tact and good judgment. Instructions are received from a supervisor on new assignments and on matters of policy. Work is performed under the general administrative direction of an administrative supervisor. Work is reviewed by observation of results obtained, and conversation.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Enters information from permit applications into Permit Tracking System (PTS) to determine types of reviews necessary for the projects and to determine when projects are scheduled for review, status of projects, number of dates for review, cost of review, permit number and issue date. Generates reports and charts from PTS to equip management with information to make decisions. Receives information from plans reviewers to produce a list of projects that need to be reviewed. Files plans for commercial projects and enters appropriate data into PTS. Receives permit applications from clerical assistants, reviews and enters relevant data into PTS and forwards to plans reviewers. Verifies permits issued and compares with permit application. Verifies contractors' business license and insurance coverage. Verifies availability of water and sewer services for the issuance of sewer taps and service charges. Answers all technical questions regarding requirements for submitting applications for all types of permits. Responsible for final review and processing of all submittals for building permits, limited partitions, site plans, concurrency applications and environmental management permits and apply permit policies, rules and regulations, codes, ordinances, and statutes. Assists builders, contractors, and property owners in making application for various permits and advises applicants of requirements. Answers questions pertaining to the progress of permits and advises applicants of data and submittals needed at locations to have requirements checked. Receives applications/plans and reviews items for completeness. Assures that permit applicants have obtained all pre-approvals, i.e., Land Use Compliance Certification, Solid Waste, City Utilities, Environmental and Concurrency. Reviews permit application forms for completeness and ensures that submittals are attached. Coordinates or oversees completion of applications for roofing, mobile home set-ups, pool permits, and environmental permits. Determines and calculates various permit fees. Calculates and collects plan review fees. Processes all applications/plans and re-submittals that are received by mail. Performs related work as required.

Other Important Duties

Serves in the absence of related lower or higher level positions. May assist lower level positions in processing permit applications pertaining to plumbing, mechanical, electrical and gas construction. Logs in plans and permit information. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills:**

Considerable knowledge and understanding of common technical terms utilized in the construction industry. Considerable knowledge of permit policies, rules and regulations, codes, ordinances and statutes. Ability to assemble and organize data, prepare reports and keep moderately complex records. Ability to make arithmetical computations with speed and accuracy. Ability to establish and

maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of clerical experience in any area or four years of paraprofessional experience in the construction or engineering field; or an equivalent combination of training and experience. An associate's degree in building construction or engineering field can be substituted for two years of the required experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment. (At the department director's discretion the noted license may not be required.)

Established: 05-12-88

Revised: 01-17-90

03-24-92

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