

Class Title: Permit Technician	Department: Building Department/Buildings and Grounds
FLSA Classification: Non-Exempt	

POSITION DESCRIPTION

GENERAL PURPOSE

Performs a variety of routine and complex technical and clerical work in the Building Department; accepts and processes applications for various building permits; schedules and records building inspections; interacts with developers, contractors and the general public on related permitting, flood plain ordinance and building issues. Assists in the administration of the standard operating policies and procedures of the Building and Building & Grounds departments.

SUPERVISION RECEIVED

Works under the direct supervision of the Building Official.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receive and review building permit applications from customers; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance of proposed projects. Assists customers with the permitting process and applications.

Verify that projects have obtained all necessary approvals; verify professional and contractor licensing.

Calculate and verify valuations and fees; accept payments; issue all permits as authorized.

Maintain Building Department records and prepare reports as required.

Assists with preparation of monthly reports listing construction of new dwellings, commercial buildings, purchase of manufactured homes, number of permits and Certificates of Occupancy issued, number of inspections made.

Prepare County, State and Federal reports as required.

Assigns permit numbers and maintains the Building Department permit data base. Assist in completing permit applications by explaining building permit requirements; assist and advise the general public in matters relating to building requirements and status of submitted projects.

Log inspection requests and prepare field files for daily inspection for building inspections.

Assist Building Official in coordinating inspection requests; perform clerical duties for Building Official.

Maintains daily schedule for Building Official; receives inspection sheets after all site visits; files inspection sheets; updates information on permits previously issued.

Notifies Power Company of approved connections, including upgrades, new meters, temporary services, etc.

Prepare Certificate of Occupancy as required. -

Maintains current knowledge of applicable codes/laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

Responds to complaints and assists customers; provides information, explains procedures, researches problems, and initiates problem resolution.

Generates, receives, and reviews various records, forms, reports and applications for the purpose of completing or verifying for accuracy.

Receives various forms, reports correspondence, permit applications, maps, codes, ordinances, policies, manuals, reference materials or other documentation; reviews, processes, forwards or retains as appropriate.

Maintains accurate records/files of all work processed; sets up files/records; locates, removes and/or files documents.

Receives and responds to various inquiries and concerns from County departments, constitutional offices, property owners, contractors and the general public.

Answers the telephone; provides information, guidance and assistance; takes and relays messages or directs calls to the appropriate personnel; returns calls as necessary.

Prepares and monitors work orders.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Prepares records such as notices, minutes, and resolutions.

Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

PERIPHERAL DUTIES

Maintains inventories and orders office supplies and materials for the Building and Building & Grounds departments.

Schedules appointments, and performs other administrative and clerical duties.

Provides backup to related positions; Serves as cashier including receipting of payments and various other payments, and posting monies to appropriate accounts.

Prepares and maintains employee time and other personnel records for the departments.

Prepares and maintains library inventory for departments.

Communicates with supervisor, employees, other departments, county officials, state/local agencies, law enforcement personnel, architects, contractors, engineers, consultants, agents, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Performs routine clerical and administrative work in cashiering, data processing, and bookkeeping.

Coordinates the office operations of the Building Department. Develops and maintains office forms and procedures, and assists with administrative tasks involving personnel, budgeting, and facilities.

May prepare agendas and supporting materials; prepares and distributes minutes and reports. Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports.

Assists with and coordinates scheduling and daily functions of the Buildings & Grounds Department.

Assists with scheduling and reserving of various events at the County Park and all county properties.

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping,
- (B) Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the State Building Code (USBC), Mathews County Building and Flood Plane Management Ordinances related to accepting and reviewing permit applications, issuing permits and the scheduling of required inspections.
- (B) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- (C) Skill in operation of listed tools and equipment.
- (D) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations ability to multitask and schedule time effectively.

TOOLS AND EQUIPMENT USED

Phone switchboard; personal computer including word processing software in a Windows networking environment; copy machine; postage machine; fax machine; scanner; calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions,

The noise level in the work environment is usually quiet

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received and have been given the opportunity to read this approved job description for my position with Mathews County. I understand the specific duties expected of me in my position with Mathews County, Virginia.