

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PERMIT TECHNICIAN
CLASS CODE: 3058
EFFECTIVE DATE: 06/13/2006
MARKET POINT: Based on applicable market study

DEPARTMENT: Community Development

JOB SUMMARY

Under general supervision from the Building Official, processes building permit applications and provides information to the public concerning the building permit process, requirements, codes, and inspection procedures.

CLASS CHARACTERISTICS

This is the primary classification level responsible for processing and tracking building permit applications and construction plans for the unincorporated areas of Utah County.

ESSENTIAL FUNCTIONS

Advises contractors, developers, engineers, architects and the public on permit process requirements; assists the public in completing applications for building permits.

Interprets and applies relevant codes, regulations, policies and procedures as they relate to the processing of permit applications.

Reviews application and construction documents for completeness and compliance with requirements; monitors and assures performance of stated processing time goals; ensures that all necessary documentation and reviews are complete; issues permits after approval is secured.

Makes determination from plans and related documents on building area, occupancy group, etc; and calculates and assesses fees by measuring using the plan scale or using plan dimensions, project classification, and schedule of fees; presents and collects fees.

Records client data, services provided and charges; reviews file content for completeness, accuracy and consistency; researches permit application status.

Researches, retrieves and reviews historical records as necessary; collects and compiles data and prepares reports including construction-related statistical information, fees collected, and credits used.

Serves as liaison between building permit applicants and the referral division, department and outside agency; assists in resolving problems related to the permit review and issuance process.

Prepares routine correspondence and supporting documentation; maintains accurate records and files.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Conducts less complicated plan reviews such as simple room additions, tenant improvements, air conditioners, and pool/spa installations to ensure compliance with building code regulations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of procedures related to the processing of building permit applications; Basic knowledge of county adopted codes, ordinances, and regulations related to building construction; Knowledge of basic plan check processes and procedures and building inspection methods and procedures; Ability to effectively

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interpret and apply procedures and regulations; Ability to communicate effectively verbally and in writing; Ability to set priorities and coordinate multiple tasks efficiently; Ability to maintain cooperative working relationships with those contacted in the course of work activities including co-workers, the general public, homeowners, and contractors; Ability to read and understand construction drawings and blueprints; Ability to calculate fees and apply fee formulas; and Ability to operate standard office equipment including computers and supporting word processing and spreadsheet applications.

PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds; Use tools or equipment requiring a high degree of dexterity; Work for sustained periods of time maintaining attention to detail; Need to distinguish between shades of color; and Occasionally drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room; and Work includes frequent contact with the public.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma and Three (3) years of increasingly responsible clerical or technical work which included extensive public contact of which One (1) year included working in community development, building permitting, plan checking, building inspection, construction engineering, or a similar field.

LICENSING AND CERTIFICATION

Incumbent must possess a valid state of Utah driver's license; and incumbent must receive a Permit Technician Certificate issued by the International Code Council (I.C.C.) within one (1) year of employment in this position.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.