

KENT COUNTY POSITION DESCRIPTION

Department of Planning Services
Division of Inspections & Enforcement
Classified, GRADE 8
40 Hour Week

PERMIT TECHNICIAN II

GENERAL STATEMENT OF DUTIES: Performs technical tasks for the intake and processing of permits for building construction and other assigned areas; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class perform highly technical tasks and provide customer service focusing upon the processing of permits and application of related ordinances. The incumbent should have significant knowledge of permit practices and procedures, the demographics of the County, and research techniques. Work is independent, but under the supervision of the Permit Technician III and Permits Coordinator.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative Only)

Explain zoning and related ordinances to the general public and contractors;
Apply related ordinances to the process of obtaining a building or other permit for contractors and the general public;
Compile permit documents for assigned building inspectors;
Conduct research of property ownership records, zoning violations and demographic trends;
Review for approval building permit applications;
Determine completeness and compliance with application procedures;
Serve as permitting resource for inspections staff;
Determine and collect applicable permit fee;
Review ownership and zoning information.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the permit process and applicable regulations; highly skilled in obtaining and analyzing facts; ability to collect, tabulate and analyze statistical data; ability to read maps and deeds; ability to organize information and documents for use by others; good working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework

or G.E.D. with some experience in drafting or computer programming; at least one year experience as a Permit Technician I; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must possess or pass the National BOCA Permit Technician Exam and Certification within 6 months of hire. Must pass testing for substance abuse and criminal background investigations. Direct deposit of pay required.

Employee Acknowledgment

Eff. 04/23/02

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