

KENT COUNTY POSITION DESCRIPTION

Department of Planning Services
Division of Inspections & Enforcement
Classified, GRADE 7
40 Hour Week

PERMIT TECHNICIAN I

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 specific technical tasks and provide customer service focusing upon the processing of permits and application of related ordinances. The incumbent should have 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;
Conduct research of property ownership records, zoning violations and demographic trends;
Reviews for approval building permit applications;
Determine completeness and compliance with application procedures;
Determine and collect applicable permit fee;
Review ownership and zoning information.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Basic knowledge of the permit process and applicable regulations; skill in obtaining and analyzing facts; ability to collect, tabulate and analyze statistical data; ability to read maps and deeds; 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; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass written examination administered by the Kent County Personnel office. Must pass testing for substance abuse and criminal background investigations. Direct deposit of pay required.

Employee Acknowledgment

Eff. 04/23/02

Rev.07/01/06

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