



Office of Human Resources
Permit Review Technician II - CE3046
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Performs full performance level permit review and approval work reviewing permit application requests, which includes issuing permits for access within the public right-of-way or for residential and commercial construction projects.

Distinguishing Characteristics

The Permit Review Technician II is distinguished from the Permit Review Technician I, which performs enter-level to intermediate level permit work, processing and entering permit applications and working directly with homeowners and contractors to initiate permits and guide customers through the permit process.

The Permit Review Technician II is distinguished from the Lead Permit Review Technician, which performs permanently assigned lead work over permit review technicians.

Level of Supervision Exercised

None

Essential Duties

Works directly with contractors and homeowners to review and approve routine permit requests for addressing of property lots and parcels, permit requests for public right-of-way access or usage, or permit requests for sewer use and drainage infrastructure connections.

Determines nature of permit request in order to evaluate the permit type, such as a simple permit, which is issued within the same day, or a complex permit review requiring authorization of a professional planner or engineer, and directs the customer through the approval process.

Reviews construction blueprints and site plans, which include historical and GIS aerial maps, floor plans, and infrastructure specifications to ensure compliance with permitting guidelines.

Ensures compliance with zoning codes and building standards with regard to the issuance of routine permits, which includes ensuring forms and applications are complete and accurate, working with customers on compliance issues, researching codes and regulations for specific language and requirements, and verifying licenses and certifications.

Consults with engineers and other professional and technical experts on more complex permitting requests, unusual designs, and issues of conformity and compliance.

Calculates permit fees and charges and estimates credits from other associated services within permit guidelines and issues permits.

Prepares documents and reports on permits issued and total revenues for management review and approval, and maintains records and files and mapping systems.

By position, reviews and approves address permit requests, which includes designing addressing schemes and numbering for dwelling units, reviews property deeds and legal descriptions, assigns temporary address, retires addresses for demolitions, performs field inspections to verify addresses and locations, and assists land surveyors with preparation of land dedication reports.

By position, reviews and approves a variety of public right-of-way permit requests, which includes reviewing and approving traffic control and work zone safety plans for street occupancy permits, permits for temporary signs and banners, permits for outdoor patios and seating, vending, and restaurant spaces, permits for parking, valet, and bagged meters, permits for street, alley, sidewalk, and gutter construction permits, and scheduling of inspections.

By position reviews and approves sewer use and drainage connection permits, which includes reviewing residential and commercial construction plans for infrastructure connections, reviewing land grade, water runoff, and erosion control plans, and reviewing pretreatment device specifications for sand, grease, and oil interceptors.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Arithmetic - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of the principles and practices of zoning code and regulations sufficient to be able to enforce compliance and issue permits.

Ability to research applicable rules and regulations.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Four (4) years of experience reviewing requests and issuing permits for routine public right-of-way requests, non-technical construction projects with regard to building and zoning permits, or enforcement of building and zoning codes and regulations.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

By position, requires a Traffic Control Technician Certification at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries.

Subject to long irregular hours.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object usually by hand, arm, or shoulder.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Crouching: bending body downward and forward by bending legs.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Background Check Requirement

Criminal Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-620

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: