



# JOB DESCRIPTION

<b>Title</b>	<b>Permit Technician II</b>	<b>Created</b>	Jan. 2018
<b>Department</b>	Community Development	<b>Revised</b>	Nov. 2019
<b>Job Class</b>	A 15 4	<b>Safety Sensitive</b>	No
<b>Labor Union</b>	AFSCME Local 2746 Courthouse/Roads	<b>FLSA</b>	Non-Exempt

## **Purpose**

Perform technical tasks and customer service in support of the Community Development Department by applying technical knowledge to provide information to customers; process applications and permits; review plans; conduct research and compile information; gain compliance and cooperation with Clatsop County codes; and perform related duties as assigned. The individual in this position will also provide customer assistance at the permit counter. The Building Code Permit Technician I and II positions work under the general supervision of the Building Official who assigns duties and reviews work.

This is a flexibly staffed series; placements to the Building Safety Division may be made at any level within the series, based on the employee's qualifications, with management approval. Incumbents hired as a Building Code Permit Technician I may be promoted to level II upon demonstration of the required competencies for the Building Code Permit Technician II classification, subject to management approval.

## **Essential Functions**

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Serves as point of contact for elevated customer service issues, including system issues.
- Serves as point of contact for IGA partners in facilitating building program services.
- Performs research as required and provides customers with explanation/interpretation consistent with codes, policies, standards, fees, and procedures.
- Facilitate plan review and/or approval by appropriate divisions, such as for engineering, planning, fire, health, public works, and environmental health and/or technical standards.
- Serves as process and project coordinator for moderate to difficult commercial projects; monitors progress of plan review and construction activities, attends project status meetings, facilitates resolution of permitting issues, and follows project through to completion of occupancy.



## JOB DESCRIPTION

---

- Performs complex calculations for a variety of fees, assessments, and charges; evaluates and reconciles fee statements to ensure accuracy and completeness; recommends adjustments as appropriate.
- Reviews single family dwelling building and construction plans for compliance with Clatsop County building codes and standards.
- May conduct site visits to ensure compliance with applicable codes and standards.
- Assists staff in making analytical decisions and code interpretations; occasionally assists in the training of the Permit Technician I employees as directed by the supervisor, may provide feedback to management regarding staff training/development needs.
- Provides feedback to management regarding the development of the division's technical programs, processes, and procedures; assists in implementation as assigned.
- Maintains various records related to the building inspection program including reports such as monthly, financial, deposits, state surcharge, census statistics as directed.

### ***Mandatory Qualifications***

- High School Diploma or equivalent (G.E.D); AND
- Two years of customer service experience; AND
- Two years of directly related Building Code Permit Technician experience; OR
- International Code Council Permit Technician certification within six months of appointment; AND
- Oregon motor vehicle operator's license and acceptable driving record at the time of appointment.
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Previous experience in public records and public meeting procedures
- Understanding of basic building and construction principles, and applicable terminology and symbols

### ***Desired Qualifications***

- Experience with Oregon state specialty codes pertaining to construction, Oregon Administrative Statutes, Oregon Revised Statutes, Clatsop County codes, and affiliated regulatory agencies. State of Oregon Residential Plans Examiner certification (CAX) within six months of appointment.



# JOB DESCRIPTION

## ***Physical Demands***

Work requirements include being able to see, talk, and hear, sit and stand, walk, bend, stoop, and the ability to lift, move, and/or carry up to thirty pounds, and use hands to finger, handle, or operate office tools, controls, or equipment, and reach with hands and arms.

## ***Working Conditions***

Work is generally performed indoors in an office atmosphere.

## ***Supervisory Responsibility***

Supervision of others is not a responsibility assigned to this classification. May provide training and orientation to newly assigned personnel.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.