

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	C722
FLSA:	NE
WC:	8810
PG:	507
EEO:	5

CLASSIFICATION TITLE: PERMIT TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to accept and issue land development and construction permits, land use and zoning applications, sign permits; receives, verifies, and distributes all incoming civil plans and documents related to land development permitting , calculating permit fees; evaluate computer records on various permits being processed; receive request for inspectors; answer telephone and assist callers with application, permit and technical questions and concerns; research, review and copy various documentation as required; provide clerical assistance; and perform other related duties as assigned.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assigned to provide the public information related to land development and building permit applications and inspection services.

Receive land development permit applications, provide customer service, inputting and retrieving permit data, and issuing permits;

Provide information at the counter, electronically, or by telephone in response to relatively routine questions regarding land disturbance regulations, land disturbance permit application, building ordinances and codes, building permit application process and procedures; assists the public in completing applications and other necessary forms; reviews applications;

Accepts construction plans and plan documents for permit processing, and calculates fees for plan review, building, plumbing, mechanical, electrical, and other types of building permits. Calculate and collect permit fees; log and process complaints.

Accepts land disturbance plans and plan documents for permit processing. Verifies completion of land disturbance and building applications submittal prior to acceptance. Reviews, approves and issues less complicated non-structural permits over the counter.

Administers field inspection scheduling system. Utilizes information systems as required in the processing, filing and managing records associated with applications, permits, and other systems as required.

Directs the public to various City departments for information necessary to apply for permits. Accepts plans for appropriate departmental personnel to review.

Ability to learn, retain, interpret and communicate technical and complex information, terminology, policies and procedures; work effectively with a wide variety of people; maintain composure under difficult circumstance; provide support and leadership to city department staff; manage project demands, priorities, costs, and time lines to meet service requirements; and communicate views and concerns of the public, city employees, and representatives of other agencies to the supervisor and Community Development Director.

Verifies valid contractor's license, and valid business license information has been filed with the City. Sorts and routes permit application packages; prepares and catalogs files for microfilming and/or records management system processing; writes routine reports.

Helps maintain a variety of building and land development related records.

ADDITIONAL FUNCTIONS

Must be able to learn quickly and apply departmental policies and procedures affecting the acceptance and review of permit applications and commonly used land use and building codes and land development ordinances; understand the relationship between City unified development code and development and building code requirements; follow verbal and written instructions; communicate effectively in both verbal and written form; establish effective working relationships with customers and department and City staff; keep accurate records.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associates degree with coursework in engineering, urban planning, building codes or inspection principles or techniques, or closely related field; supplemented by two (2) years previous experience working in a building or planning department, with six (6) months to one (1) year of experience in land development and/or building permit applications processing; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must currently possess ICC Permit Technician Certification or be able to obtain within the first year of employment. Valid Georgia driver's license required.

PERFORMANCE APTITUDES

Specific Knowledge, Skills and Abilities: Requires thorough knowledge of modern office practices and procedures; familiarity site and building plans, codes, ordinances and related terminology; architectural drawing convention and what comprises a complete set of plans; processes and procedures associated with permitting; and records management practices.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.