

PERMIT TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director or their designee, the incumbent assists the public at the service counter, provides technical support related to the processing and issuance of building permits. The Permit Technician is distinguished from clerical staff in the department by being responsible for assignments that have greater complexity and require independent judgment. Supervision of others is not normally a responsibility of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Educates customers regarding necessary permits and general code compliance of proposed projects;
- Performs initial zoning review and issues denial and/or referral letters as applicable;
- Processes appeal decisions and suspension or revocation of approvals, decisions and/or permits;
- Responds to telephone inquiries regarding permits, permit processes, building codes and other related ordinances and local laws;
- Maintains records of Stop-Work Orders and Field Correction Notices for compliance;
- Maintains computer files and other manual logs on all building permits and related documents;
- Assists building inspectors in coordinating inspection and permit requests;
- Interviews and obtains information from customers in order to determine their needs;
- Processes and issues building, electrical, plumbing, mechanical, grading and other related permits;
- May balance daily permit receipts and prepare appropriate daily reports for submittal to departmental accounting section;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles, techniques, methods and materials used by contractors to construct all types of public improvements;
- Good knowledge of construction specifications and plans, and of the regulations relating to public works construction by contract;
- Working knowledge of personal computers and office equipment;
- Ability to express ideas clearly in oral and written form;
- Ability to organize and maintain accurate records and files;
- Ability to establish and maintain effective working relationships with other engineering and surveying personnel, contractors and the general public;
- Good communications skills;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree (or higher) and one (1) year of experience in building construction, code enforcement/inspection or a related field; **OR**
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Building or Construction Management or a related field and three (3) years of experience in building construction, code enforcement/inspection or a related field; **OR**
- C. Graduation from high school or possession of an equivalency diploma **AND:**
 - 1. Five (5) years of experience in building construction, code enforcement/inspection or a related field; **OR**
 - 2. Five (5) years of clerical experience involving public contact with two (2) years being in the building or construction industry.

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