



Permit Technician (2100)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 11

Safety-Sensitive: No

Purpose

The purpose of this classification is to process and record building permit applications and payments within established department rules and guidelines and local, state, and federal codes, laws, and ordinances.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Issues permits and Certificates of Occupancy: collects customer information needed to process building applications; checks the property address for flood zone, wetlands, and existing structures to make sure setbacks are met; checks zoning laws to determine whether or not structure type is allowed; estimates square footage, number of rooms etc.; gathers documentation, including contractor license, deed, land plat, tax receipts and/or septic tank report; and approves house and mobile home permits.

Assists front desk and zoning department: schedules inspections; post inspections in department software; takes in plats for zoning; makes zoning signs; and answers questions and complaints concerning potential code or zoning violations.

Performs customer service duties: addresses issues and answers questions for customers and inspectors; researches and corrects errors in permit and/or receipt numbers; prepares documentation for inspectors, if necessary; and assists with zoning questions on land, zoning laws and checking flood zone and wetlands maps.

Performs clerical and administrative work: answers phone; receives members of the general public; composes, types and edits a variety of letters, memoranda and other material; receipts and deposits funds for the department; maintains files and archives records for the department; inputs data to standard office and department forms; processes data; and compiles data for census reports.

Assists Zoning Administrator with zoning letters and packets: assists with addressing envelopes and sorting Commissioner packets to mail out; and addresses letters to go to individuals concerning Planning and Zoning changes, such as a re-zoning, conditional use, variance, text amendment or appeal.

Processes medical hardship variances: accesses medical hardship files; requests documentation from physician; receives documentation; renews information; approves medical hardship variance for another year; and sends approval letter.

Performs other related duties as required.

Minimum Qualifications

Associate degree in Planning or Business or a related field required; supplemented by one year of experience in permit issuing and processing; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

Special License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes

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 provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

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, advisory and/or design 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

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

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

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

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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