



Building Permit Technician 2

Category: Classified
Pay Grade: C17
Job Code: 12004

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs paraprofessional technical and heavy public contact work with responsibility for representing the customer relation interests of the County in the receipt, coordination, and issuance of approvals for County applications focusing primarily on commercial construction permits; maintains continuous public and interoffice contact with applicants and staff on inter-department and inter-agency building, electrical, mechanical/plumbing/gas, public safety, environment, and miscellaneous code requirements or considerations; coordinates and supports the overall tabulation of detailed records processes in support of the commercial construction building applications and approval process; provides training and lead other staff in the performance of the department's work as needed; oversees collecting, organizing, and communicating policies to the public on commercial building permits.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Communicates with customers and applicants for commercial building permits;
- Receives and performs a cursory general review of commercial permit applications on behalf of the department;
- Ensures customer application packages for commercial building permits contain a minimum of information required for staff to comment upon reviews in order for the staff to make comments to either approve or disapprove construction requests;
- Maintains the centralized administrative function that supports the department's record keeping processes and serves as the department focal point for receipt, tracking, and reporting on the status of commercial permit applications;
- Maintains manual application files and electronic tracking systems related to applications;
- Routes and retrieves relevant contents of permit applications to and from multiple County officials and outside agency officials responsible for review, concurrence, and appropriate follow-up actions;
- Contacts applicants and replies to applicants' inquiries about the status of commercial construction permit applications;
- Replies to contractors by responding to requests for applications and offers instruction on how to complete permit application packages, answering inquiries regarding permits, requirements, fees, and overall permit processes;
- Refers applicants' questions to technical and professional staff responsible for subject matter reviews;
- Produces list of customer fees, receives payments and issues receipts, balances daily receipts, completes deposit slips, and daily reports, as required;
- Coordinates review processes and obtains approvals county and state entities in expediting the issuance of permits;
- Operates a personal computer for data entry and retrieval and routine information terminal operations;
- Trains and leads other personnel in the unit;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of experience in public contact assignments directly related to processing residential, building, and construction permit approval; or an Associate's degree or vocational training with coursework in business, public administration, management, engineering, planning, or a related field and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the County's commercial building, electrical, plumbing, mechanical, and other code requirements;
- Knowledge of construction drawings, blueprints, and maps;
- Knowledge of Business English, arithmetic and spelling.
- Ability to apply computer applications and software;
- Ability to meet the public using tact, communication skills and job knowledge to assist with applications and answer inquiries;
- Ability to explain codes and requirements for building permits to citizens, both in person and by telephone;
- Ability to maintain clear and accurate records and to make difficult arithmetical computations accurately;
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports;
- Ability to perform mathematical computations, analyze data, prepare reports based on findings, and communicate technical information, orally or in writing, in a manner understandable to contractors, consultants, superiors, staff personnel, and the general public;
- Ability to establish and maintain effective working relationships with engineering community, superiors, fellow employees, and general public.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.

- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.