

KENT COUNTY POSITION DESCRIPTION

Department of Planning Services
Division of Inspections & Enforcement
Classified, GRADE 9
40 Hour Week

PERMIT TECHNICIAN III

GENERAL STATEMENT OF DUTIES: Performs highly technical work in the issuance of County permits; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the efficient and effective operation of the Permit Service Center ensuring high employee performance, customer service and support to other departments. Works under the direction of the Permits Coordinator.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative Only)

Insure efficient operation of the Permit Service Center;
Advise staff on work procedures and technical problems;
Instruct and train personnel on proper permitting procedures;
Assist the general public, developers and others on procedures needed to obtain mapping data, building permits, rezoning requests, variances, and other service activities;
Develop filing systems for research, general information, and tracking purposes;
Undertake various technical and sometimes complex research projects;
Conduct field survey, if needed, to evaluate situation on a property discrepancy;
Review permit applications for completeness and compliance with all ordinances, codes, and regulations, including approvals required from other agencies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of building principles, practices, the zoning ordinance, building codes, construction plans and drafting; strong supervisory skills; the ability to deal with public and contractors in a courteous manner; ability to establish and maintain effective working relationships with coworkers, supervisors, representatives from other agencies, and the public; ability to express oneself clearly and concisely, orally and in writing; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. with considerable experience in applying State and County Codes and Ordinances of a progressively more responsible nature; three or more years of which should have been in a supervisory capacity; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must possess or pass BOCA Permit Technician Exam and Certification within 6 months of hire; must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

Employee Acknowledgment

REV. 8.10.92
REV. 7/1/94
REV. 01/11/99
Rev. 07/01/00
REV. 04/23/02
Rev. 07/01/06

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