

Title: Permit Technician II
Department: Planning Services
Division/Office: Inspection & Enforcement section



Grade 2114; Hourly position; Category: Classified; Job Code: PTN2; Rev.:07/01/2021

General Description

The purpose of this position is to perform technical tasks for the intake and processing of permits for building construction and other assigned areas.

This career ladder series position works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Processes commercial and residential building permit applications; reviews applications for accuracy/completeness; enters information into database; receives/reviews site plans, building plans and drawings, zoning maps plat maps, and resolutions for processing of application; and forwards completed applications to appropriate personnel for approval or approves as appropriate.
- Issues permits for approved building permit applications; verifies state/local licenses when applicable; ensures paperwork is complete and filed; ensures information is entered into database; verifies compliance with applicable codes/regulations; and issues administrative use permits, commercial advertising sign permits, certificates of occupancy, and other use permits based on the outcome of review.
- Receives money in payment of permit fees; calculates permit fees; records transactions, issues receipts, and forwards revenues as appropriate; prepares/updates daily administrative report of base fees; reports daily count of permits issued each day and payments collected; processes requests for permit fee refunds; recommends approval or denial of refund requests; and submits reports to appropriate department/individual.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent supplemented by six (6) months of permit processing, general office work, customer service, or a related field or any equivalent combination of education, training, and experience.

Additional Requirements:

Basic knowledge of the permit process and applicable regulations; skill in obtaining and analyzing facts; ability to collect, tabulate and analyze statistical data; ability to read maps and deeds; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

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Americans with Disabilities Act 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 repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Must possess and retain ICC Certification Program module: Permit Technician.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement