

CITY OF KINGMAN, ARIZONA  
POSITION DESCRIPTION

CLASS TITLE: **Permit Technician**

<b>BAND</b>	<b>SALARY GRADE</b>	
B	208	
<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Building	Building Official	Non-Exempt
<b>REVISION DATE:</b> July 2011		

**GENERAL PURPOSE**

Assists architects, engineers, contractors and homeowners by providing routine and technical information related to the issuance of permits; provides technical information regarding routine building code requirements and ordinances; assists the public in completing applications and other required forms.

**SUPERVISION RECEIVED**

Works under the general supervision of the Building Official.

**SUPERVISION EXERCISED**

None generally. May exercise supervision over part-time, temporary or other staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provides information at the counter, by telephone and through correspondence in response to relatively routine questions regarding building ordinances and codes, building permit application process and procedures.

Assists the public in completing applications and other necessary forms.

Reviews applications; accepts construction plans and plan documents for permit processing, and calculates fees for plan check, building, plumbing, mechanical, electrical, and other types of building permits; issues permits which require inter-departmental review or the services of Building Inspectors.

Reviews, approves and issues less complicated non-structural plan checks over the counter.

Coordinates routing of various plans and permits to appropriate City departments for information as necessary to complete permitting process.

Accepts construction plans for appropriate departmental personnel to check.

Utilizes information systems as required in the processing, filing and managing records associated with applications, permits, and other systems as required.

Research, compile and analyze data for special projects and various reports.

Maintain manuals and update resource materials.

Recommend and participate in implementation and improvement of policies and procedures.

Calculate and collect permit fees.

Receipts all monies collected and prepare daily deposits.

Perform related work as required

### **PERIPHERAL DUTIES**

Verifies accuracy of legal descriptions.

Performs mathematical calculations relative to assigned projects.

Sorts and routes permit application packages.

Prepares and catalogs files for microfilming and/or records management system processing.

Writes routine reports.

Maintains a variety of building and planning-related records.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) Graduation from high school or GED equivalent, and
- (B) Two (2) years of experience working in a building or planning department with six (6) months to one (1) year of experience in computerized building permit applications processing, or
- (C) Any equivalent combination of education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

- (A) Considerable knowledge of modern office practices and procedures including computer literacy to include use of specialized permitting programs, electronic spreadsheets and word processing applications, and records management practices; knowledge of building

plans, codes, ordinances and related terminology; architectural drawing principles, maps, construction plans and specifications, and what comprises a complete set of building plans; Knowledge of pertinent local and state building, zoning, engineering and planning codes and regulations related to the permit process.

- (B) Skill in the operation of the listed equipment and performing accurate mathematical calculations.
- (C) Ability to establish and maintain effective working relationships with customers, contractors, the public and department and City staff; Ability to learn quickly and apply departmental policies and procedures affecting the acceptance and review of permit applications and commonly used building codes and ordinances; Ability to understand the relationship between City zoning ordinances and building code requirements; Ability to communicate effectively orally and in writing and keep accurate records. Ability to learn all aspects of the job and use independent judgment and personal initiative. Ability to read and understand general construction plans, maps, and specifications to assure accuracy.

### **SPECIAL REQUIREMENTS**

A valid Arizona State driver's license or ability to obtain one. Possession of ICBO Permit Technician Certification or required to obtain within the first six (6) months of employment with the City in this position.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; portable radio; phone.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. While performing the duties of this job, the employee is frequently required to sit for long periods of time without a break, to talk and hear, occasionally required to move between rooms and buildings. Hearing abilities require being able to understand detailed dialogue during a meeting setting and to distinguish the differences between individual voices. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, airborne particles, or risk or electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the City as the needs of the City and requirements of the job change.