

**Class Title: Permit Technician**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Reviews, processes and approves permit applications for construction projects; communicates information on status of permit applications; maintains related files and records.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Processes electrical, plumbing, mechanical, and other permits by reviewing the scope of work to be performed, examining permit applications for accuracy, verifying and obtaining information to complete applications, inputting information into a computerized system, and determining permit fees. Assists customers in the completion of permit applications. Approves applications and issues permits.
2	S	Coordinates and expedites the construction permit issuance process by distributing applications, assisting customers in the completion of applications and prioritizing and assigning submitted building plans to the appropriate staff.
3	S	Provides information to applicants, including architects, engineers, builders, contractors, and homeowners, about the permit issuance process. Assists in resolving issues and answering questions related to permit applications, fees, plans and specifications submitted.
4	S	Performs related administrative duties including receiving, stamping, recording, and monitoring the storage, assignment and microfilming of plans.

**CSC Adopted: September 2003 , CSC Revised: December 2010**

**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	One year of experience in the building or construction trades.
Certifications and Other Requirements	Valid Driver’s License, Certification from the State of Virginia as a Permit Technician within 18 months of appointment.
Reading	Work requires the ability to read building code manuals, computer software manuals, documents, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as some algebra and geometry.
Writing	Work requires the ability to write letters, memorandum, plan review comments, and reports.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. Occasionally, 25-50 lbs. Frequently, or up to 10-20 lbs. Constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At counter, drawing board, plan review table
Sitting	C	Computer, desk work, answering telephone, filing, meetings
Walking	F	To/from office machinery, inter-office, to/from meetings, to/from inspections and plan review areas, to/from filing cabinet
Lifting	R	Boxes, drawing supplies, office supplies, files, reports, plans, blue prints, building code books
Carrying	R	Boxes, drawing supplies, office supplies, files, reports, plans, blue prints, building code books
Pushing/Pulling	R	Boxes
Reaching	R	Boxes, or files from cabinet drawers
Handling	R	Boxes, drawing supplies, office supplies, files, reports, plans, blue prints, building code books
Fine Dexterity	C	Computer keyboard, calculator, writing, drawing, scales, compass
Kneeling	R	Retrieve/return files to cabinet drawers, office supplies
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	R	Stairs
Balancing	N	
Vision	C	Computer, desk work, filing, reading, drawing,
Hearing	C	Telephone, co-workers, staff, supervisor, customers, citizens, meetings
Talking	C	Telephone, co-workers, staff, supervisor, customers, citizens
Foot Controls	N	
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, general office supplies, Standard Microsoft Windows and Office software, ASA400, BPM9, Internet/Intranet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	D	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	M	Warehouse	--
Electrical Hazards	N	Noise and Vibration	N	Shop	--
Fire Hazards	N	Fumes and Odors	D	Vehicle	--
Explosives	N	Wetness/Humidity	N	Outdoors	--
Communicable Diseases	M	Darkness or Poor Lighting	N	Other (see 2 below)	--
Physical Danger or Abuse	N				
Other (see 1 below)	N				

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)