

Class Title: Permits Specialist

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Reviews commercial and residential building plans to ensure compliance with uniform statewide building codes. Provides building code information to the general public, architects, and engineers. Issues and processes building, plumbing, electrical, and mechanical, or right of way permits. Reviews right of way permit applications, site plans, and traffic control plans to ensure compliance with city code, design standards, the Manual for Uniform Traffic Control Devices and the Virginia Work Area Protection Manual.

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	Reviews plans for new construction, alterations or additions to residential property and commercial signs by comparing plans to applicable building codes for compliance, documenting errors, and making recommendations to the architect, owner, or engineer.
2	S	Advises property owners, developers, franchised utility companies, about permits by answering inquiries, interpreting codes, reviewing plans, and explaining necessary changes for compliance with code.
3	S	Issues permits by reviewing the scope of work to be performed, looking for inconsistencies, verifying and obtaining information to complete applications, inputting information into the system, and determining permit fees.
4	S	Performs clerical duties by processing paperwork, separating and filing forms, making copies, acting as a receptionist, and directing clients to the proper department.
5	S	Issues and processes permits for right of way construction, street closures, oversized loads, dumpsters and other applicable permits.
6	S	Manages permit data by location including updating GIS maps and preparing reports.

CSC Adopted: October 2001, CSC Revised: December 2006, CSC Revised: December 2010

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience in the construction field
Certifications and Other Requirements	Valid Driver’s License, Certification from the State of Virginia for Residential Plan Review within 18 months of appointment.
Reading	Work requires the ability to read building code manuals, computer software manuals, documents, plan reviews, 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.

CSC Adopted: October 2001, CSC Revised: December 2006, CSC Revised: December 2010

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)