

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

Class Title: Senior Permits Specialist

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Reviews and approves construction plans and specifications for residential, commercial, industrial and institutional structures to ensure compliance with codes. Oversees permit application and construction package, and manages personnel.

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	Conducts plan review for site plans, fire suppression plans, and building plans by attending meetings, responding to applicants, checking calculations, and verifying specifications to ensure compliance with local, state, and federal regulations.
2	S	Oversees permit applications and construction packages by calculating permit fees and charges, ensuring that fees are applied, and monitoring the routing through the appropriate agencies.
3	S	Manages personnel by training them on the interpretation of building codes, fee schedules and permit processing, and monitoring their customer service quality.
4	S	Acts as project manager by conducting meetings with City departments, architects, engineers and contractors to provide building code information, and coordinate plan review efforts.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience in building construction.
Certifications and Other Requirements	Valid Driver's License, Building Plans Examiner certification by the State of Virginia within 18 months of appointment.
Reading	Work requires the ability to read plans and specifications, various codes, and legal documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and algebra.
Writing	Work requires the ability to write code requirements and technical documents.
Managerial	Managerial responsibilities include planning daily activities, coordinating plans, and scheduling and directing staff.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contact 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, citizens 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	F	Computer, desk work, answering telephone, filing, meetings, driving
Walking	F	To/from office machinery, inter-office, to/from meetings, to/from inspections and plan review areas, to/from filing cabinet
Lifting	O	Office supplies, files, reports, plans, blue prints, building code books
Carrying	O	Office supplies, files, reports, plans, blue prints, building code books
Pushing/Pulling	R	File cabinet drawers, chair
Reaching	F	Files from cabinet drawers
Handling	F	Office supplies, files, reports, plans, blue prints, building code books
Fine Dexterity	F	Computer keyboard, calculator, writing, drawing, scales, compass
Kneeling	O	Retrieve/return files to cabinet drawers, office supplies
Crouching	O	Retrieve/return files to cabinet drawers, office supplies
Crawling	N	
Bending	O	Retrieve/return files to cabinet drawers, office supplies
Twisting	O	Retrieve/return files to cabinet drawers, office supplies
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, filing, reading, drawing
Hearing	C	Personnel, general public, telephone, meetings
Talking	F	Personnel, general public, telephone, meetings
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Engineer's scale, calculator, architect's scale, computer, H.T.E., Standard Microsoft Windows and Office software, fax machine, copy machine, telephone, calculator, laser or inkjet printer, BC Calc 2000, Internet

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	
Mechanical Hazards	N	Dirt and Dust	W
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety glasses, safety shoes

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)