



Permit Technician Building Safety

BS/7-402

JOB SUMMARY

This position provides skilled assistance to the public, builders, and contractors pertaining to the county building permit process and provides assistance in filing for permits through the electronic submittal system.

MAJOR DUTIES

1. Issues commercial and residential permits; gathers, organizes, and examines information to assure compliance with related ordinances
2. Processes inspection tickets requests and enters requests into system.
3. Issues Commercial Certificates of Occupancy.
4. Assists builders, contractors, and the general public with information on the building permit process.
5. Calculates, accepts, and records money paid or permits, impact fees, and fees charged for failed inspections.
6. Monitors expired permits and notifies permit holders of requirements and fees due.
7. Monitors permit and plan review software for new projects and processes new and existing projects in a timely manner.
8. Answers telephone and greets visitors; provides information and assistance.
9. Processes resident complaints.
10. Processes open records requests.
11. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the county permitting process.
2. Knowledge of computers and job related software programs.
3. Knowledge of modern office procedures.
4. Knowledge of the building/construction process in orders to correlate building or inspection related activities to the permitting and inspection process.
5. Skill in the operation of modern office equipment.
6. Skill in the provision of customer services.
7. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Assistant Building Safety Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county codes, the county employee handbook, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical and administrative duties. Strict guidelines and frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to process and issue building permits. Success in this position results in the enforcement of codes, ordinances, amendments, and work processes and procedures.

CONTACTS

- Contacts are typically with co-workers, developers, contractors, homeowners, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently standing, bending, crouching, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.