



CLASS SPECIFICATION

Class Code: 2116
Date Est: 03/2001
Last Rev: 03/2016
Last Title Chg:
FLSA: Non-exempt
Probation: 12 months

PERMIT SERVICES COORDINATOR

DEFINITION

Under general direction, coordinates projects, assess section operations, and supervises staff in the Permit Services Section of the Building and Safety Division; performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of technical experience in building permit issuance and review, or building inspection, or building plan checking or paraprofessional engineering technical support work; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Possession of a valid driver's license.

Must obtain ICC Permit Technician certification within 3 months of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over the technicians and support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise and review the work of Building Permit Technicians and other support staff in the Building and Safety Division; provide training, assign and review work, prepare and present employee discipline, prepare and present performance evaluation and resolve customer disputes.

Review plans for completeness, technical data, required forms and compliance to applicable codes; assist customers in correcting plans to meet requirements.

Explain permit and application procedures and processes; calculate and collect fees for applications and permits; verify that requisite information has been obtained; issue permits.

Coordinate projects that interface with other departments.

Participate in the design and evaluation of new software for the permit process.

Evaluate, revise, and implement procedures to improve customer service.

Interpret, apply, and explain Division policies and applicable ordinances, regulations and building codes to staff and staff and the public.

Generate reports and statistical data.

Research, balance, and reconcile daily receipts.

Maintain manual and automated filing systems; microfilm records and photocopy documents.

Participate in budget preparation and selection and purchase of department equipment and supplies.

Develop, evaluate, and monitor performance measures.

Develop and implement goals, objectives, and policies for the Division.

May assign address numbers for buildings, prepare notification for change of address, and document completed changes.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Computer software specific to the department/division.

County personnel policies and procedures.

Plans, specifications, legal descriptions, and drawings as related to the permit process.

Ability to:

Assess plans and calculate permit fee.

Supervise technical and support personnel and processes.

Plan and direct office functions to achieve goals and objectives and optimize efficiency.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Basic building and construction methods and materials.

Knowledge of Federal, State, and local building, safety, zoning, and licensing rules and regulations.

Office procedures.

Basic mathematics.

Principles of supervision, training, and work evaluation.

Occupational hazards and standard safety practices in area of responsibility.

Ability to:

Review building and construction applications, plans, and permit requests for compliance with codes and ordinances.

Read and interpret plans, specifications, legal descriptions, and drawings.

Interpret and apply regulations, policies, and procedures.

Communicate effectively both orally and in writing.

Maintain effective working relationships with division staff and public.

Operate a personal computer and perform basic typing.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in typical office environment and use standard office equipment. Vision to read detailed printed materials and drawings and a computer monitor. Hearing and speech to communicate in person and over the telephone.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.