



Effingham County
Board of Commissioners

Posting ID: **2017-0006**
Post Date: **April 19, 2017**
Closing Date: **May 4, 2017**

Job Announcement

Permit Technician I

Full Time
\$11.93

Position Overview:

This is an entry-level class in the Permit Technician series. The purpose of this position is to review and approve building plans, specifications and applications, issue permits and collect fees, assist residents, applicants, contractors, architects and engineers, provide technical advice and answer code related questions at the Building counter and on the phone.

Minimum Qualifications:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Completion of a high school diploma or the equivalent.

Experience: One year of experience providing building design or engineering services in the private sector, or one year of related experience working in a Planning, Building, or Engineering department of a government agency.

License or Certificate: Must possess a valid driver's license at time of application.

All resumes **must** be submitted with a completed County Application.

Effingham County is an Equal Opportunity Employer and does not discriminate because of political affiliation, race, color, national origin, sex, age, religious creed or physical disability. Pre-employment requirements are background checks on criminal history, driver's license history and drug screen. Resumes must be accompanied by a County Application.

Applications can be obtained at:

Effingham County Board of Commissioners
Human Resources Office
601 North Laurel Street
Springfield, Georgia 31329
www.effinghamcounty.org/Jobs.aspx



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Job Title: Permit Technician I	Job Code: xxxxxxxx
Reports to: Permit Technician II	FLSA Status: Non Exempt
Department: Development Services	Pay Grade: 9

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Position Overview:

This is the entry-level class in the Permit Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Permit Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level.

Review and approve Building plans, specifications and applications, issue permits and collect fees, assist residents, applicants, contractors, architects and engineers, provide technical advice and answer code related questions at the Building counter and on the phone.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Greet customers in person and over the phone; schedule appointments; provide information; redirect callers, as needed. Receive and process various permit applications at the counter and by mail, telephone, facsimile and electronic transmission modes.
2. Review submitted plans for completeness and inclusion of required attachments, such as structural and energy calculations, soils reports and the like; calculate permit fees and issue applicable permits over the counter and at the conclusion of the plan review process, utilizing the County's computerized permit system; issue building, planning, encroachment, grading permits, and other permits as necessary
3. Enter on manual and/or electronic formats plans received for plan review and permit issuance.
4. Check plans and issue over the counter permits for minor residential and commercial projects, street projects, and similar projects of limited scope after verification of Code conformance; issue permits for construction when plans are approved; perform plan checking by comparing drawings of proposed improvements against drawings, which illustrate established standards applicable to various projects.
5. Calculate plan review, permit, traffic, drainage, sewer, and other related fees; ensure all permit fees are paid, or if deferred, that appropriate documentation is recorded.
6. Interpret Code-related questions as they relate to residential and commercial construction, set-backs, decks, encroachment, and grading permits.
7. Research and respond to inquiries, service requests, and complaints; provide basic information regarding standards, procedures, and conformance to Building Codes and County ordinances.



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8. Coordinate with Building Inspectors for the daily inspection schedule; retrieve messages from the inspection phone line and log into computer; verify that the inspection requested is the correct inspection needed; research, if necessary, the type of inspection required.
9. Coordinate with the County for records, files and copies of the Building permit applications and records needed for the Tax Assessor's office.
10. Maintain records of official construction plans; file plans, applications, and other related documents.
11. Maintain archives pertaining to construction projects
12. Perform related duties as required

Supervision Received:

Receives general supervision from the Building Official (or other person designated as the permit counter manager) and/or Permit Technician II or Permit Technician III.

Supervision Exercised:

There are no supervisory responsibilities for the position.

Skills (Core Competencies):

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone
- Basic principles of arithmetic and geometry
- Basic computer and word processing skills
- Basic techniques for researching codes
- Techniques used to calculate appropriate fees for permit applications. This will include the knowledge of how to determine building and lot sizes
- Policies and procedures and fees and assessments.
- How to maintain complete and clear records

Ability to:

- Use conflict resolution skills to resolve complex and sensitive problems that arise with the public.
- Maintain accurate and neat records.
- Follow direction and procedures for issuing various permits.
- Analyze information to determine if the information is accurate and complete for issuing a permit.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Qualifications:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:



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License or Certificate: Must possess a valid driver's license at time of application.

**** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.**



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Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting, CONTINUOUS working indoors, dusts from paperwork. Work environment is both formal and informal, team oriented, having variable tasks, pace and pressure. Work is performed indoors in office and meeting rooms.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reach above and at shoulder height, moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens.

Hearing: Hear in the normal audio range with or without correction.

Approved this 19th day of April, 2016


Wendall A. Kessler, Chairman

ATTEST:


Stephanie Johnson, County Clerk