



County of Calhoun
Permit Tech/Plan Reviewer

Job Description

Job Title: Permit Tech and Plan Reviewer

Department: 4800 – Building & Planning

Reports To: Building Official

FLSA Status: Non-Exempt

Prepared Date: 08/29/2019

Approved By: HR

Approved Date: 08/30/2019

Summary

The principal function of an employee in this class is to aid the general public in obtaining zoning, building, plumbing, electrical, mechanical, gas, hazard, sign, and mobile home permits. This position will also assist in the plan review process for incoming commercial and residential construction projects. The work is performed under the supervision and direction of the Building Official, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other County employees, contractors, builders, home owners and other members of the general public.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Accepts, processes, and issues permit applications for zoning, building, plumbing, electrical, gas, mechanical, hazard, signs, conditional use, tree removal, home occupation, site plan reviews, and related.
- Assists the public, both by phone and in person, with securing required information and documents prior to submitting and issuing permits and with questions about flood zones, permitting process, inspection process, and related.
- Conducts preliminary plan reviews for permit inclusion of required elements.
- May assist the public with site plans as needed.
- Processes new applications for contractor licenses and maintains contractor email address books.
- Verifies contractors and business licenses are current, notifying agency if information has changed.

- Using zoning maps, overlays, site plans, and GIS information, searches, scales, interprets, determines and verifies flood zones, and verifies or obtains tax map numbers, addresses and location.
- Enters plan review and inspection-related data, applications for ordinance variances, zoning variances, special exceptions, and appeals to Board of Zoning and the Construction Board of Adjustments and Appeals into designated computer system.
- Researches status of plans and inspections, analyzes progress of construction projects, processes revisions to active permits, and renews inactive permits.
- Calculates fees for contractor license, code book purchase, penalties, and business licenses.
- Collects monies received, records revenues into designated system, and generates reports.
- Maintains files of permits, inspection related reports, plan review documents, and contractor licenses.
- Reviews site plans, tax maps and plats for accuracy and completeness and checks for zoning compliance.
- Verifies all information for issuing permits for construction, mechanical, electrical, plumbing, gas, roofing, trades, mobile home, home occupation, and commercial businesses.
- Scales and compares tax maps and flood maps for flood zones, provides flood zone information and flood zone/zoning letters.
- Communicates information about site plan review meetings to customers.
- Prepares zoning verification letters as needed.
- Interprets County as well as various municipal ordinances.
- Responds to questions, comments, and requests in a courteous, timely manner.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Competencies

- To perform the job successfully, an individual should demonstrate the following competencies:
- Analytical - Collects and researches data; Uses intuition and experience to complement data.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Uses reason even when dealing with emotional topics.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions, yet understands limitations and seeks direction when appropriate.
- Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Graduate or GED required; 2-5 years' experience working in an office environment; 1-2 years' experience in a related field preferred but not required. Must complete International Code Council Permit Technician certification within 6 months of employment.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and to compute rates, ratios, and percentages.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

Microsoft Office Proficient

Physical Demands

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, sit, kneel, and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.

Calhoun County is an equal opportunity employer.