

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PERMIT TECHNICIAN

SALARY SCHEDULE: – SSP-9

COST CENTER: CONSTRUCTION SERVICES DEPARTMENT (9042)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Possess ICC Permit Technician Certification or the ability to become certified within one (1) year of employment.
- (3) Two years of experience reading, interpreting and processing construction plans and building codes preferred.
- (4) Must receive a minimum score of 90% on Microsoft Word test.
- (5) Must score a minimum of 90% on the bookkeeping test.
- (6) AS400 proficiency preferred.
- (7) Excel proficiency preferred.
- (8) Able to organize and work independently with speed and accuracy.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of construction plans, building codes, construction terminology, construction practices, local agency permit processing regulations and procedures, computer operations, and basic math. Ability to perform all functions relevant to the processing and approval of building construction permits, e.g., plans review, licensing, permitting, and inspections. Ability to perform routine administrative support functions, e.g., bookkeeping, data entry, typing, reports processing. Ability to access, operate and maintain various software applications. Possess skills in the principles and techniques of customer service; capacity to act as a liaison. Have the ability to establish and maintain effective working relations with departmental personnel, Inspectors, and the general public.

REPORTS TO:

Building Code Administrator

JOB GOAL

To perform the duties and responsibilities of the position to ensure the efficient and effective operation of the office.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Review of submitted construction plans, permit documents, and other pertinent information in order to verify accuracy and completeness of information.
- * (2) Determines permit, plan, and process requirements for prospective applicants;
- * (3) Reviews building plans and permit applications for completeness, processes permit applications and plan intake; determines processing needs for projects; uses architectural and engineering scales to determine dimensions and calculate areas and percentages.
- * (4) Updates and maintains contractor registration files for current state and local licensing and insurance requirements; generates notices of insurance expiration.
- * (5) Performs specialized technical clerical work and assists in the scheduling and coordination of the day-to-day operation of permitting personnel.
- * (6) Maintains specified computer tracking programs relating to the permitting process.
- * (7) Monitors and controls the processing of permit applications.

Permit Technician (Continued)

- (8) Maintains records and prepares reports on departmental activities.
- (9) Searches files and maintains a variety of source background materials for reports.
- (10) Type correspondence and answer routine letters.
- (11) Maintain a variety of files and records.
- (12) Assemble a wide variety of information and data and assist in the preparation of reports and records.
- (13) Maintain daily appointment calendar for supervisor, scheduling appointments and meetings.
- (14) Maintain a courteous and professional manner.
- (15) Maintain positive effective working relationships with District / school personnel and coworkers.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 30 pounds of force occasionally, and/or to 10 pounds of force as needed to move objects. Possess the ability to handle / maneuver large sets of construction plans and documents.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities