Position Title: Permit Technician

Reports to: Deputy Building Official

FLSA Status: Non-exempt

BASIC FUNCTIONS:

- Reviews over-the-counter, small project, and single trade building permits for compliance with county land use development codes, adopted construction codes (including, but not limited to, building, fire, residential, plumbing, mechanical, fuel gas, and energy codes), and applicable State and local laws. Interprets maps, property descriptions, and technical documents in conjunction with permit applications.
- Facilitates San Juan County Community Development & Planning Department permit processing. Ensures that submitted application documents are complete, accurate, and comply with San Juan County submittal requirements. Assists with gathering data and preparing information for decisions on building and land use permits.
- Provides technical assistance and research relating to the County’s adopted construction and land use codes.
- Communicates with the public regarding permit processing and code requirements to assist building permit applicants. Facilitates communications for permit renewal and job progress.
- Performs document retention and archiving in accordance with State retention standards.
- Work is performed under the supervision of the Deputy Building Official/Plans Examiner and general direction of the Community Development and Planning Director.

MINIMUM QUALIFICATIONS:

- Associates degree (Bachelors’ degree preferred) with some training or equivalent experience in review of construction plans or an equivalent combination of education, training, and experience that demonstrates the ability to perform the essential functions of the position.
- Must have a basic working knowledge of the adopted construction codes. Must be able to read and understand ordinances and construction documents including, but not limited to, site plans, construction plans, specifications, and engineering data and be able to perform basic structural calculations.
- Requires excellent communication skills (listening, reading, comprehending, explaining, and writing), and requires basic computer operating skills including familiarity with Microsoft Word and Excel, and ability to use standard office equipment.
- Requires establishing and maintaining an effective working relationship with the public, CD&P staff, and other County departments and divisions. Must be able to effectively work with the public, despite confrontational or adversarial situations. Requires the ability to respectfully, professionally, and actively participate in a diverse work group and to freely discuss code and administrative requirements, principles, policies, practices and procedures.
• Must effectively communicate technical information verbally and in writing to people with ranging levels of knowledge of the codes and/or construction field. Must possess basic business language skills and the ability to produce professional letters and plan review comments.
• Requires the ability to prioritize work load and to multi task. Requires the ability to work with minimal supervision and to make independent decisions in accordance with established policies in a consistent manner.
• Requires the ability to establish and maintain a high standard of ethical and professional conduct.
• Preference given for possession of following Certifications. Where Certifications are not held they must be obtained within the specified time period:
   Permit technician within 9 months of hire (ICC – 14)
   Zoning Inspector within 15 months of hire (ICC – 75)
   Residential Plans Examiner within 2 years of hire (ICC – R3)
• Though not required, preference given for possession of following Certifications:
   Residential Mechanical Inspector (ICC – M1)
   Residential Plumbing Inspector (ICC – P1)
   Building Plans Examiner – (ICC – B3)
   CECSL Storm Water Certification

PRINCIPAL DUTIES (Essential Functions have asterisks):

*1. Provide technical assistance and research to persons inquiring about construction codes. Provide information to contractors, engineers, architects, property owners, business owners and the general public at the counter, on the telephone, and via email regarding code requirements and the permit process.
*2. Verify construction valuation and calculate permit fees. Submit documents for the processing of official permit cards. Contact owners with old permits to facilitate completion of construction or initiate expiration of the permit.
*3. Review over-the-counter Mechanical and Plumbing permit applications. Check for duplications and accuracy. Insure associated building is approved for mechanical and/or plumbing installations.
*4. Under technical guidance of the Plans Examiner and/or Chief Building Official, review assigned permit application and construction documents for compliance with applicable codes. Work with contractors, designers, engineers, architects, owner contractors, and owner builders at the counter and in the office to insure the plans and specifications are in compliance with applicable construction codes.
*5. Approve construction documents for building permit issuance when the submitted information, and any required re-submittals, are determined to be in substantial compliance with the applicable code requirements.
*6. Maintain records and reports associated with the permit process. Maintain computer database for permit applications status. Provide information to the public as to the status of a permit application.
*7. Despite sometimes confrontational or adversarial situations, establish and maintain positive working relationships with property owners, professional architects, engineers, contractors, designers, the general public, managers, public officials, and fellow employees.
*8. Interact with a variety of outside agencies and other departments to obtain information for projects.
*9. Back-up for and assist other staff members as needed to accomplish County, Department, and Division objectives.
*10. Act within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52
11. Other related duties as assigned.
PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking. Occasional site visits may require traversing over rough terrain. The employee is infrequently required to lift objects weighing up to 10 lbs. and must infrequently carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to perform accurate mathematical calculations.

EQUIPMENT REQUIREMENTS

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<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use:</th>
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<tbody>
<tr>
<td></td>
<td>Daily</td>
<td>Weekly</td>
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<tr>
<td>Telephone</td>
<td>3</td>
<td></td>
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<tr>
<td>Copy machine</td>
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<td>Automobile</td>
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<tr>
<td>Camera</td>
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<tr>
<td>Measuring tools</td>
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<tr>
<td>Fax</td>
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<tr>
<td>Computer</td>
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WORKING CONDITIONS:

Daily work is in a normal office environment. Occasional visits to job sites may be necessary.