

TITLE: Permit Technician

PI/8-402

DEPARTMENT: Permits and Inspection, Fayette County

JOB SUMMARY: This position provides skilled assistance to the public, builders, and contractors pertaining to the county building permit process.

MAJOR DUTIES:

- o Issues commercial and residential permits; gathers, organizes, and examines information to assure compliance with related ordinances.
- o Processes inspection request tickets; enters requests to computer.
- o Assists builders, contractors, and the general public with information on the building permit process.
- o Calculates, accepts, and records money paid on permits, impact fees, and fees charged for failed inspections.
- o Monitors thirty-day temporary electrical service; issues Certificates of Occupancy.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the county permitting process.
- o Knowledge of computers and job related software programs.
- o Knowledge of modern office procedures.
- o Skill in the operation of modern office equipment.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Office Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county codes, the county employee handbook, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related technical duties. Strict guidelines contribute to the complexity of the position.

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SCOPE AND EFFECT: The purpose of this position is to process and issue building permits. Success in this position results in the enforcement codes and amendments.

PERSONAL CONTACTS: Contacts are typically with co-workers, developers, contractors, homeowners, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently standing, bending, crouching, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

- o Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.