

**BUILDING PERMIT CLERK/
BUILDING PERMIT TECHNICIAN****DEFINITION**

Under general supervision, to assist engineers, architects, contractors, homeowners and others by providing routine and technical information related to the issuance of building permits; to provide technical information regarding routine building code requirements and ordinances; to assist the public in completing applications and other required forms; to track permit applications received as they proceed through inter-departmental processes; and to perform other duties as required.

SUPERVISION RECEIVED

Direction is provided by the Community Development Director. Technical or functional supervision may be provided by higher level professional positions such as the Building Official or Building Inspector.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES

- Provides information at the counter, by telephone and through correspondence in response to relatively routine questions regarding building ordinances and codes, building permit application process and procedures.
- Directs the public to various Town departments for information necessary to apply for permits.
- Assists the public in completing building permit applications and other necessary forms.
- Reviews building permit applications for completeness.
- Accepts construction plans and plan documents for permit processing, and accurately calculates fees for plan check, building, plumbing, mechanical, electrical and energy permits.
- Accepts construction plans for appropriate departmental personnel to check; responsible for assuring that all inter-departmental public agencies, school district and State requirements have been met prior to issuance of permits.
- Issues permits after they have received the appropriate required inter-departmental review or the services of Building Official or Building Inspector.
- Verifies that workers' compensation and valid contractors license is current and active.
- Sorts and routes permit application packages.
- Prepares and catalogs files for microfilming, writes routine reports, helps maintain a variety of records.
- Issues minor permits where professional evaluation is not required.
- Determines and collects fees for permits and other review and regulatory services.
- Provides information, and answers questions for the public regarding departmental policies and procedures pertaining to permits.
- Maintains and manages an inventory of forms, applications and office supplies.
- Performs related duties as required.

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.

Mobility to work in a standard office setting and utilize standard office equipment including a computer; vision to read printed matter; hearing and speech to converse in person and over the telephone. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

BUILDING PERMIT CLERK

Knowledge of:

- Moderately complex office and clerical procedures.
- Basic applied mathematics and simple accounting procedures.
- Principles and techniques of problem solving and conflict-resolution.
- Computer software applications and data base management.
- Modern office procedures and practices including correct punctuation, spelling, grammatical usage; filing, indexing and cross-referencing methods.
- Operation of standard office machines, including calculators, typewriters, and word processing equipment.

Ability to:

- Learn quickly and apply departmental policies and procedures affecting the acceptance and review of permit applications and be familiar with commonly used building codes and ordinances.
- Learn quickly and apply techniques of checking permit applications and plans for completeness.
- Perform basic mathematical computations quickly and accurately.
- Follow verbal and written instructions.
- Communicate effectively both verbally and in written form.
- Keep accurate records.

- Learn building and/or land development procedures and building related codes and ordinances enforced by the Town, including the Uniform Building, Electrical, Plumbing, Mechanical Codes and zoning codes.
- Organize and maintain files and statistical report logs.
- Work and communicate effectively and efficiently with the general public, people involved with building construction, particularly contractors, architects, developers, engineers, and property owners and other employers.
- Research and assist the Building Official in the composition of Residential Building Records (RBR's).
- Operate a variety of office equipment.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would provide the knowledge and skills listed. Typically, equivalent to two years of responsible full-time clerical or administrative support experience requiring the use of customer service skills.

Experience:

Any combination of experience that would likely provide the required knowledge and abilities provided below:

- Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- 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.

Education:

Graduation from an accredited high school or its equivalent. Two (2) years of full time work experience in a position that requires customer service experience and contact with the general public.

BUILDING PERMIT TECHNICIAN

In addition to the qualifications for Building Permit Clerk:

Knowledge of:

Basic knowledge and understanding of reading construction blueprints

Basic knowledge of construction terms and practices

Ability to:

- Read and interpret simple maps and plans.
- Understand basic building plans, building codes, construction practices and materials.
- Interpret and effectively communicate general procedures required for building permit applications.
- Interpret and effectively communicate general building permit application procedures and fee structures.
- Interpret and effectively communicate general codes and ordinances affecting building and construction.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would provide the knowledge and skills listed. Typically, equivalent to two years of responsible full-time clerical or administrative support experience in a related environment such as civil engineering, construction or public works providing technical information to the public and assistance to professional staff.

Experience:

Two (2) years of full time work experience in a position similar to that of a Building Permit Clerk.

Education:

Possession of ICBO Permit Technician certification.