



# Grand County

## Job Description

<b>Title:</b>	Permit/Floodplain Technician	<b>Job Code:</b>	1410
<b>Division:</b>	Operations	<b>Effective Date:</b>	09/2017
<b>Department:</b>	Building	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **complex technical and administrative support duties** related to accepting, processing, reviewing, and tracking building permits, citations, and violations; assists and informs the public in person or over the telephone on departmental policies, practices and procedures. Assists the FEMA Community/County Floodplain Administrator by maintaining records and issuing permits.

### SUPERVISION RECEIVED

Works under the general supervision of the Chief Building Official/Floodplain Administrator.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**Permit Technician:** Performs technical and/or specialized duties that require application of a larger base of technical knowledge and skill in addition to standard office support skills. Sets up, maintains, and trains County/City employees and contractors in the use of iWorQ Systems web-based application; implements processes for recording and retrieving data from Permit Management and Code Enforcement modules of application; creates forms, letter, reports, and other relevant documentation based on data entered into database; acts as liaison between County/City and iWorQSystems.

Maintains permit information into iWorQ including retrieving old files, scanning pertinent documents, and transferring information. Provides basic information regarding processes, procedures, and requirements for obtaining planning, engineering, and building permits to the public, including homeowners, developers, and contractors in person and over the telephone utilizing established guidelines.

Routes plans to appropriate staff; labels and logs information into permit system; sets up files; tracks and monitors plan status; notified contractors, owners, developers, and engineers of plan status; issues building permits.

Maintains a working knowledge of technical and specialized rules, regulations, policies, procedures, and activities in order to direct questions and inquires related to such technical and specialized rules to the appropriate staff. Understands and assists with permit processing, building inspections, and plan review policies and procedures to ensure compliance with city ordinances and laws.

Accept and processes basic permit applications, plans, and supporting documents and assists higher level technical and professional staff with building, planning, and engineering permit processing; performs limited reviews of permit applications, plans, and supporting documents for completeness and compliance with legal standards and city requirements; routes information to professional staff; monitors permit working flow processes; issues completed permits following established guidelines. Calculates and reviews permit fees; report payment information to department, fiscal, or other records according to stand procedures.

Performs a variety of general administrative duties in support of the Building Department; assists the public; creates and modifies forms and reports; organizes and assembles document; files building-related documents; maintains appointment calendars, including pre-application conferences, plan review, inspections, and other as assigned; answers variety of phone calls. Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.

Verifies contractor's licenses; documents information in database. Interprets and explains policies and regulations accurately and tactfully to the public assisting with the completion of building permit applications; directs the public to various County/City departments for information and approvals necessary to apply for permits.

Performs administrative support duties to expedite various formal processes and functions. Helps prepare legal information for use by the County Attorney's office. Tracks citations and violations files for timely action by department personnel. Assists Building Inspector with planning, participation registration, documentation distribution, and state reporting for contractor training courses provided by County.

**Floodplain Technician:** Issue permits for development in the community's floodplain and enforce the requirements of the community Flood Damage Prevention Ordinance. Maintain records and documents that keep the community eligible to participate in the FEMA's NFIP and Community Rating System (CRS).

Maintain community floodplain management files, the Flood Insurance Rate Map (FIRM) files, the Grand County floodplain management program documents, building permits, variances, FEMA map revisions for Letters of Map Change(s) (LOMC's), elevation certificates (with original signature and seal) Maintain the Community Floodplain Management Reference Library.

Submit an annual report to the Grand County Floodplain Administrator concerning the community's participation in the program, including, but not limited to the development and implementation of floodplain management measures.

MINIMUM QUALIFICATIONS

## 1. Education and Experience:

A. Graduation from high school;

AND

B. Two (2) years of experience performing office management, administrative support or above or related duties;

OR

C. An equivalent combination of education and experience.

## 2. Knowledge, Skills and Abilities:

**Working knowledge of** modern office practices and procedures; various office applications, i.e., MS Word, Excel, Publisher, etc. and database applications; website maintenance, work processing, spreadsheets, database implementation and filing; English composition, spelling, grammar, punctuation, etc.; interpersonal communication skills and telephone etiquette; building department protocols; current construction codes; basic drafting techniques, blue prints and related specifications; interpersonal communication skills.

**Some Skill** in the art of diplomacy and cooperative problem solving; reading, writing, math and word processing; operation of various keyboard systems performing word processing, computerized file management, data base management, and spread sheet generation.

**Ability to** interpret codes accurately and effectively; analyze permanent structures to determine conformity of established codes; communicate effectively verbally and in writing; follow written and verbal instructions; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; perform advanced mathematical calculations; understand and explain provisions of applicable Federal, State, County, and County construction related codes and regulations; handle numerous tasks concurrently; maintain cooperative working relationships with engineers, architects, contractors and the general public; Make independent judgments and decisions and then effectively communicate those judgments and ideas to co-workers and the public; work under stressful conditions. Understand and follow oral and written instructions; operate and use modern office equipment including computer and computer programs; physically perform essential functions of the job.

## 3. Special Qualifications:

Must possess a valid Utah Driver's license.

Must be or become within 12 months an International Code Council (ICC) certified Permit Technician.

Must complete training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager certificate, or will obtain and maintain such a Certificate within six (6) months of beginning employment.

Must complete annual or periodic continuing education units (CEU's) as needed to maintain certification(s).

Must complete a twelve-month introductory/orientation period as a prerequisite to this position.

Must successfully pass and maintain all requirements of criminal history background checks.

Must successfully complete pre-employment drug screening.

## 4. Work Environment:

Work includes sitting at a desk or table, waking, stooping and standing. Occasional lifting, carrying, pushing, pulling or otherwise moving objects weighing up to 30 pounds. Common eye, hand and finger dexterity is required to perform essential job functions. Work is potentially stressful, busy, and fast paces with extensive public contact. Work is performed in an office-type setting or other environmentally controlled room. Occasional travel maybe required for field work. On occasions, this employee must work with law enforcement and County Attorney staff in order to supply ordinance and code related information to staff in a precise and understandable manner.

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_

(Employee)