



## Town of Oro Valley Classification Description

Title: **BUILDING PERMIT TECHNICIAN**

Job Code: 2330

FLSA Status: Non-Exempt

Department: Community & Economic Dev.

Salary Grade: 108

### **POSITION SUMMARY:**

Under supervision of Division Manager, screens permit applications and submittal packages for permit intake based upon Department policies and procedures. Processes, maintains, files and tracks submittals for Building and Grading Permits, Site Plans and other miscellaneous permits and submittal types. Assists customers at the Community & Economic Development front counter.

In addition to above, screens permit applications and submittal packages for completeness and compliance with local Building, Town, and State related codes, laws, ordinances, statutes and construction industry standards. Performs over-the-counter plan check for minor and miscellaneous permits based upon review of technical data for compliance with applicable codes and standards. Educates the public regarding code functions.

Advancement within the classification is dependent upon attaining a level of expertise in plan review, department processes and satisfactory annual review.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Assists customers entering the Community & Economic Development building.
- B. Screens permit applications and construction documents for completeness and compliance with local Building, Town, and State related codes, laws, ordinances, statutes and construction industry standards. Submittals are accepted in digital and hard copy formats.
- C. Accepts, maintains and tracks submittals for Building and Grading Permits, Site Plans and other miscellaneous permits and submittal types.
- D. Reviews submittals to ensure completeness, calculates fees and enters into permit system for tracking.
- E. Issues permits, reviews plans for submittal completeness, routes plans for review by various departments, prints documents for records and verification of proper construction procedures, processes plans for corrections, and notifies applicants of plan review status.
- F. Receives estimates and approvals for bonds and permit valuations.
- G. Under close supervision, performs over-the-counter plan check for minor and miscellaneous permits and web-based trade permits based upon review of technical data for compliance with applicable codes and standards.
- H. Maintains records of inspection activity which includes scheduling and printing inspections, collecting re-inspection fees and answering inspection related questions.
- I. Creates, organizes and maintains files for permits and inspection sheets.

- J. Answers questions regarding plan submittals, fees and requirements or directs the needs of the customer to appropriate personnel.
- K. Routes plans and documents to the proper department for review process and updates the computer to track the plans through the review process.
- L. Balances cash drawer, submits bills for payments and makes deposits for the Department.
- M. Responds to Public Records Requests by performing associated research and document preparation.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Town and Department policies and procedures.
- Knowledge of local Building, Town, and State related codes, laws, ordinances and statutes.
- Knowledge of modern construction methods, practices, materials and equipment.
- Knowledge of permitting and appeals processes.
- Knowledge of personal computer and permitting hardware and software.
- Skill in use of PDF Editing software (e.g., Bluebeam Revu).
- Skill in reviewing and analyzing construction documents for compliance with Town's Building Codes, Zoning Codes, and related standards.
- Skill in reading, interpreting and applying Town codes and related standards.
- Skill in providing excellent customer service, time management and attention to detail.
- Skill in performing multi-task operations with frequent interruptions.
- Skill in maintaining digital and hard files.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships and working as part of a team.
- Computer skills for data entry, word processing, plan tracking and permit issuance.

### **MINIMUM QUALIFICATIONS:**

- A high school diploma or equivalent.
- One (1) year experience in the building and construction related field (customer service environment preferred); **OR** an equivalent combination of education and experience.
- Proficiency of plan review within one year of appointment.
- Permit Technician certification by a nationally recognized organization within one year of appointment.
- Proficiency in permitting software system within six months of appointment.
- A valid Arizona Class D Driver's license.

### **ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor environment.