

**SENIOR PERMITS TECHNICIAN****DEFINITION:**

Under general supervision, the Senior Permits Technician performs highly responsible clerical and administrative functions in the area of permits issuance; serves in a lead capacity over lower-level staff assigned to the permits unit and serves as the administrator of the permits automated system. Senior Permits Technician is the senior journey-level class.

The position in this class is distinguished from the Permit Technician in that it serves in a lead capacity with responsibility to train, assign and review work of lower-level staff assigned to the unit. This position also handles the more complex problems related to permit applications and issuance and serves as the system administrator for the permits automated system requiring a high degree of skill and proficiency.

**ESSENTIAL JOB FUNCTIONS:**

The listed tasks are essential for this position and may include, but are not limited to, the following: Provide general zoning, building, right-of-way, and related code information to permit applicants and the general public; receive and respond to inquiries at the service counter and on the telephone; review permit applications for completeness; issue permits for work to be performed; coordinate plan distribution, processing, and permit issuance with other departments; calculate fees; maintain permit, fee, insurance, and license records, logs, and files; answer department phones and assist clerical staff; develop and maintain information sheets for the public; train, assign and review the work of other permit staff assigned to the unit; compose and creates forms, worksheets, procedures and reports using the permits automated system. May be required to work shifts, weekends, and/or holidays.

**QUALIFICATIONS:**

**Training and Experience:** Two years experience at the level of Permit Technician performing journey-level work in the review of building plans and processing of permits applications utilizing an automated permit tracking system or equivalent experience. Possession of ICBO permit technician certification is highly desirable.

**Knowledge, Skills, and Abilities:** Requires knowledge of: building/construction activities and services; basic requirements of building/construction codes; standard procedures of record-keeping and filing; computerized permit tracking to include creation of forms, worksheets, procedures and reports; electronic-based permitting. Ability to: learn and interpret building records and plans; answer building inquiries accurately, with firmness, tact, and courtesy; work effectively with the public in face to face interaction and over the telephone; learn and apply office policies, procedures, and equipment; do simple mathematical calculations; maintain cooperative work relationships with others; train and monitor work of other staff. Skill in: personal computer systems and automated permit tracking systems.

**PHYSICAL DEMANDS AND WORK CONDITIONS:**

While performing the duties of this job, the employee frequently stands, sits, uses a telephone and personal computer with a VDT screen; will stoop, balance, kneel or climb ladder to obtain files; and occasionally use arms, legs and back to lift and/or move up to 25 pounds. Vision abilities required by this job include close vision, and the ability to adjust focus. Work is performed mostly in an office setting.