

BUILDING PERMIT TECHNICIAN 1

Job Code	Pay Grade
12002	CL8

Nature of Work

This is entry level paraprofessional technical, and heavy public contact work with responsibility for representing the customer relations interests of Pinellas County in the receipt, coordination, and issuance of approvals for Pinellas County applications focusing primarily on commercial construction permits. Tasks require continuous public and interoffice contacts with applicants and staff on inter-department and inter-agency building, electrical, mechanical and plumbing/gas, public safety, environment and miscellaneous code requirements or considerations. The position coordinates and supports the general and overall tabulation of detailed records processes that support the commercial construction building applications and approval process. Employees in this class are responsible for collecting, organizing, and communicating policies to the public on commercial building permits. Work requires the exercise of independent judgment in resolving routine issues, with complex technical problems being referred to supervision, with recommended courses of action. The incumbent reports to a supervisor or designee.

Minimum Qualification Requirements

- 3 years experience in public contact assignments directly related to processing residential, building, and construction permit approval; or
- Associate's degree or vocational training with coursework in business, public administration, management, engineering, planning, or a related field and 1 year experience as described above; or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as Building Permit Technician 2) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Communicates with customers and applicants for commercial building permits.
- Receives and performs a cursory general review of commercial permit applications on behalf of the building department.
- Assists other staff in record keeping processes as the department's focal point for receipt, tracking, and reporting on the status of commercial permit applications.
- Maintains manual application files and electronic tracking systems related to applications.
- Routes and retrieves relevant contents of permit applications to and from multiple county officials and outside agency officials responsible for review, concurrence, and appropriate follow-up actions.
- Contacts applicants and replies to applicants' inquiries about the status of commercial construction permit applications.
- Assists contractors by responding to requests for applications and offers instruction on how to complete permit application packages answering inquiries regarding permits, requirements, fees, and overall permit processes.
- Refers applicants' questions to technical and professional staff responsible for subject matter reviews.
- Produces list of customer fees, receives payments and issues receipts, balances daily receipts, as well as completes deposit slips and daily reports.

BUILDING PERMIT TECHNICIAN 1 (continued)

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Illustrative Tasks (continued)

- Coordinates review processes and obtains approvals from Building, Department Environment and Infrastructure (DEI), and Health Departments, Zoning, Environmental and Engineering Divisions of the Development Review Services Department in expediting the issuance of permits.
- Operates a personal computer for data entry and retrieval and routine information terminal operations.
- Performs related work as assigned or required.
- Coordinates review processes and obtains approvals from the DEI and Health Departments, and Zoning, Environmental and Engineering Divisions of the Building/Development Review Services Department in expediting the issuance of permits.
- Receives guidance and completes training to develop the capability to perform more advanced assignments and tasks.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the county's commercial common building, electrical, plumbing, mechanical, and other code requirements.
- Knowledge of basic construction drawings, blueprints, and maps.
- Knowledge of Business English, arithmetic and spelling.
- Ability to apply computer applications and software.
- Ability to meet the public using tact, communication skills and job knowledge to assist with applications and answer inquiries.
- Ability to explain common codes and requirements for building permits to citizens, both in person and by telephone.
- Ability to maintain clear and accurate records and to make difficult arithmetical computations accurately.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports.
- Ability to perform mathematical computations, analyze data, and prepare reports based on findings, and communicate technical information, orally or in writing, in a manner understandable to contractors, consultants, superiors, staff personnel, and the general public.
- Ability to establish and maintain effective working relationships with engineering community, superiors, fellow employees, and general public.

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Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified