



# CITY OF POCATELLO CLASSIFICATION SPECIFICATION

## ***Permit Technician***

Department: Building  
Date Established: 5/2014

Reports to: Building Official  
Date Revised: 12/2017

Pay Grade: H7  
FLSA Status: Non-Exempt

### **CLASSIFICATION SUMMARY**

The Permit Technician is a front line position helping customers who visit the City's Building Department. The job answers questions about the building permit process, accepts documents and performs initial review of documents to verify their completeness and accuracy. The job also involves asking customers questions about the project, collecting fees, entering data and maintaining the permit tracking database and the status of building permits.

The Permit Technician will gain on-the-job knowledge of International Code Council (ICC), state and local regulations and ordinances regarding commercial and residential building codes to ensure applications are complete. The job requires careful attention to detail, efficiency in an atmosphere of frequent interruptions, customer service and reception skills and file/record maintenance. The employee in the job displays an attitude of cooperation and works harmoniously with all levels of City employees, the general public and other organizations and individuals.

The Permit Technician works in an office environment that includes a moderate level of noise.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Performs technical review of plans to ensure completeness and minimum standards for acceptance into City plan review process. Provides preliminary review, and accepts plans and applications for various types of building projects. Tracks Idaho licenses for electrical, plumbing, mechanical trades and processes.

Performs technical calculations of fees due. Collects fees for various departments and outside agencies including building, planning, public works, etc. Collects fees for point of sale items for building and planning divisions. Collects and tracks bonds posted for incomplete work. Issues temporary and permanent occupancy certificates by verifying different agencies' signatures and/or approvals.

Provides explanations of necessary plan submittal requirements, code requirements and departmental procedures to department customers including homeowners, architects, engineers, developers, and contractors.

Creates and issues all building, electrical, plumbing, mechanical, and other related permits.

Performs effective and efficient customer service and reception duties.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

**Knowledge of:**

- International Code Council (ICC), state and local regulations and ordinances regarding commercial and residential building codes to ensure applications are complete;
- City construction licensing requirements and processes;
- Record keeping and filing practices and procedures;
- Basic cash handling;
- Customer service procedures, techniques, and objectives;
- Operation of a personal computer and job-related software applications and other modern office equipment.

**Skill and Ability to:**

- Review applications for building permits to ensure compliance with regulations and ordinances;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees and the general public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS:**

- High school diploma or GED;
- One (1) year experience in general office practices, preferably in a building or construction environment;
- Certification as a Permit Technician with ICC preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**PHYSICAL REQUIREMENTS**

The job entails occasionally lifting/carrying up to 20 pounds. Work includes sensory ability to talk, hear, touch and feel, and close vision. Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach and grasp; the position requires hand/finger dexterity. The job requires operating a personal computer and other office equipment, and display a comfort level working with job-related software. Experience in the building or permitting area is a plus and the ideal candidate will have a Permit Technician Certificate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.