

PICKAWAY COUNTY BOARD OF COMMISSIONERS

POSITION DESCRIPTION
An Equal Opportunity Employer

POSITION TITLE: Building Permit Technician

DIVISION: Building Department

CIVIL SERVICE STATUS: Classified per ORC 124.11 (A)(8) FLSA Non-Exempt

EMPLOYMENT STATUS: Full Time / Reg

REPORTS TO: Deputy County Administrator

CRITICAL CHARACTERISTICS:

- Patient
- Efficient
- Accurate
- Persistent
- Ability to manage multiple tasks simultaneously
- Ability to enforce regulations firmly, tactfully and impartially
- Demonstrates regular and predictable attendance

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Handles routine inquiries from the general public, government officials and others regarding building permits, development, and planning.
- Maintains professional relationship with the Chief Building Official (CBO), Director of Development and Planning, building inspectors, developers, builders, plan examiners and consultants.
- Assists the general public, contractors, CBO, and building inspectors with permits and applications; schedules all construction inspections.
- Records and reviews complaints and violations.
- Schedules and coordinates work for CBO and building inspectors.
- Greets Building Department visitors, answers and screens telephone calls and questions to the department; takes messages as required.
- Examines notes and correspondence to determine proper action. May compose general correspondence within established guidelines for CBO and building inspectors.
- Creates reports, contracts, meeting notices, meeting minutes, state reports, Building Department, and inventory list; transcribes dictation for the Appeal Board and / or any other meetings with the Building Department.
- Determines format, compiles data and arranges diversified material for presentation or reports as required. Checks statistical data for accuracy and completeness.

- Establishes and maintains various files and indexes required for the use of the department.
- Maintains permit and correspondence data through the use of computer and business software applications.
- Receives and processes applications, collects fees and issues permits for both residential and commercial projects for the County and all local governments under contract.
- Sends plans to plan examiners to ensure all state codes are met; corresponds with developers and builders regarding permits; coordinates with CBO for approval of plans when they are returned from the plan examiners; prepares and maintains building permit files, plans, construction schedules and maintains a record of all completed building department projects.
- Deposits all collected funds for the Building Department daily and balances said funds with the County Auditor on a regular basis.
- Files proper fees and forms with the State of Ohio on all commercial and residential permits issued for the County and all local governments under contract on a monthly and annual basis.
- Maintains monthly federal census reports for County and local governments under contract.
- Maintains a neat, safe, and orderly work environment.
- Assists with special projects as assigned by the Chief Building Officer.
- Other duties as required or directed.
- Attends and participates in mission-related events, meetings, committees and workshops as required.

POSITIONS SUPERVISED:

None

QUALIFICATIONS:

Possession of a high school diploma or GED; any combination of education, training and experience which provides the necessary skills, knowledge, and abilities to perform the work of this class with a minimum of two (2) years clerical and/or administrative experience. Other requirements include:

- Must be an accomplished operator of personal computers, copiers, calculators, and other standard office equipment.
- Must be proficient with Microsoft Office software including Word, PowerPoint, and Excel.
- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, rules, and regulations.

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- Must have the ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public, exercise sound judgment, maintain accurate records, interpret general instruction, and prepare meaningful, concise and accurate reports.
- Must have ability and commitment to work with the public.

COMPUTER/TECHNOLOGY/SOFTWARE SKILLS:

The following is the common technology used in this position and is not all inclusive.

Data Entry, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, intranet, electronic resources, internet, other miscellaneous County related software applications.

EQUIPMENT OPERATED

Copiers, digital scanning devices, personal computer and peripheral devices, calculator, telephone, fax, digital camera, laptop with LCD projector

LICENSURE OR CERTIFICATION REQUIREMENTS

Valid Ohio Driver's License

Building Department Technician - Commissioners Office

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

_____ /_____/_____
Approval of Appointing Authority *Date*

_____ /_____/_____
Employee Signature *Date*

Date Adopted:
Date Revised:

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