



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: PERMIT TECHNICIAN

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5635

PAY RANGE CODE: [03175](#)

REVISION DATE: 8/27/15

NATURE OF WORK:

This is highly responsible technical work reviewing residential plans and new service applications and reviewing and issuing building/construction permits. Work involves responsibility for the review of residential plans and for the review and processing of building/construction permit applications to assure adherence to specified standards and established policies and procedures. Work also involves providing routine and technical information related to the issuance of permits. An employee in this class works independently but consults a technical supervisor for advice and guidance on non-routine matters. General supervision is received from a technical supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Provides technical information regarding routine building code requirements and ordinances.

Receives and assists the public in completing the application and other necessary forms.

Accepts construction plans and documents for permit processing; verifies that all required documents, plans, specifications, forms, and supporting materials are submitted.

Calculates and collects fees for building, plumbing, mechanical, electrical, and other types of building permits.

Verifies valid contractor's license and valid business license information.

Issues permit after inter-departmental review.

Performs plan check over the counter.

Sorts and routes permit application packages.

Helps maintain a variety of building and planning-related records.

Utilizes information systems as required in the processing, filing and managing of records associated with applications, permits, and other systems.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of modern office practices and procedures; building plans, codes, ordinances and related terminology; architectural drawing convention and what comprises a complete set of building plans; processes and procedures associated with construction permits.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication, and division accurately and quickly.

Ability to practice good time management and attention to detail.

Ability to understand oral or written instructions.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to learn and apply departmental policies and procedures affecting the acceptance and review of permit applications and commonly used building codes and ordinances.

Ability to communicate effectively verbally, in person, over the telephone, and electronically with colleagues, members of the public and outside agencies to answer questions and solve issues.

Ability to establish effective working relationships with customers and department staff.

Ability to prioritize, multitask and work under pressure with frequent interruptions and interact with customers who at times may be irate and difficult.

Ability to effectively use computer software applications (spreadsheets, databases, word processors, e-mail, etc.).

Ability to support and provide equitable service to all customers.

Ability to maintain customer confidentiality.

Ability to maintain accurate records.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand and walk 76-100% of the time; climb and reach 26-50% of the time; and balance, bend, stoop, squat, kneel, crouch, push, and pull 0-25% of the time.

Ability to move objects weighing up to twenty five (25) pounds 0-33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

One year of experience in the building construction trade which includes reviewing plans or in the processing of permits

OR

An equivalent combination of experience, education, and/or training.

SPECIAL REQUIREMENTS:

International Code Council (ICC) Permit Technician Certification is required within the first 6 months of employment.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone

Calculator
Facsimile Machine

Copy Machine

Previous Revision Date(s):
10/27/11