

CITY OF MARTINSBURG



<b>JOB: BUILDING PERMIT TECHNICIAN I</b>	<b>DATE: 8/19/2020</b>
<b>PAY GRADE: 12</b> <b>PAGE 1 OF 4</b>	<b>REPORTS TO: CITY ENGINEER/PLANNING DIRECTOR</b>

<b>1. TASK &amp; DUTIES LIST AND MEASURES OF PERFORMANCE FOR: BUILDING PERMIT TECHNICIAN I</b>	
<ul style="list-style-type: none"> <li><b>PAY STATUS: NON-EXEMPT</b> <span style="float: right;"><b>CODED TITLE: _____</b></span></li> </ul>	
<p><b>2. GENERAL DESCRIPTION / REQUIREMENTS:</b> Under general supervision of the Engineer/Planning Director, the Building Permit Technician I performs a variety administrative and complex clerical duties as needed to expedite the administrative, technical or clerical functions relating to the review, processing and issuance of building permits. Performs a full range of permit processing duties involved in evaluating compliance with building codes, information dissemination for building permit applications, permit issuance, statistical research, maintain permit files and plans for permanent record and provide assistance to the Building Official.</p>	
<b>Education:</b>	<p>Minimum of 12 semester units from an accredited college or university in planning, drafting, engineering, mathematics, construction, building inspection or other related areas and ability to obtain a Permit Technician Certificate from the International Code Council (ICC) within 6 months of hire; or</p> <p>Possession of a Permit Technician Certificate from the International Code Council (ICC).</p>
<b>Licensing, Registration or Certification:</b>	<p>Background check must be satisfactory.</p> <p>Pre-employment screenings must be passed.</p> <p>Must possess and maintain a valid WV driver's license.</p> <p>Must demonstrate successful training and passage of the following examination, within six (6) months, necessary to be certified as a "Permit Technician" by the International Code Council.</p>
<b>Experience</b>	<p>Education and experience listed above and/or combination of education and experience equivalent to education requirement listed above.</p>
<b>Skills, Knowledge and Abilities:</b>	<p>Knowledge of procedures related to the processing of building permit applications; have a basic understanding of architectural drawings. Knowledge of basic plan review to ensure pre-submittal checklists requirements have been met before plans are accepted.</p> <p>Expert knowledge of office practices and procedures; in-depth knowledge of the proper use of grammar, punctuation and spelling; expert knowledge of the division and the functions it performs.</p> <p>Skill in using telephone, computer, fax machine, copier, and other general office equipment.</p>

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		<p>Ability to use Word, PowerPoint, Excel or any other software applicable to the organization; including ability to learn other software packages including Electronic Permit/Plan Submittal.</p> <p>Ability to type data entry quickly and accurately.</p> <p>Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public and to maintain confidentiality.</p> <p>Ability to adapt to an ever-changing environment including the perpetual altering of model codes.</p>	
<b>Physical:</b>	<b>Body Positions:</b>	Standing, walking, sitting,	
	<b>Body Movements:</b>	<p>Use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Hand eye coordination is required to operate testing instruments, computers and various pieces of office equipment.</p> <p>Reach with hands and arms.</p> <p>Must be able to lift and/or move up to 25 pounds.</p> <p>Walk, sit, climb, balance, stoop, kneel, crawl and/or crouch.</p> <p>Driving.</p>	
	<b>Body Senses</b>	Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.	
<b>Mental:</b>	<b>Language</b>	Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing.	
	<b>Supervision Exercised</b>	None	
	<b>Reasonable Accommodations</b>	Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	

**3. WORKING CONDITIONS: Work is performed primarily in an office setting with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.**

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**4. TASKS and DUTIES OF JOB: General Definition: Performs a variety of routine code enforcement work in the interpretation and enforcement of adopted codes and related rules and regulations.**

1	Maintains the required confidentiality of all work.
2	Provides high level expertise in administrative and customer service functions for the building division including front desk assistance and receiving phone calls with knowledge of building applications/permits. Evaluates questions and situations to direct customers to appropriate areas for additional assistance as necessary. Works independently with minimal assistance from other team members. Ability to work in a fast-paced environment under pressure. Prioritize work and coordinate several activities simultaneously despite interruptions.
3	Listens and responds to escalated customer concerns and provides well thought-out solutions to problems. Fosters public relations for the City; focuses on difficult and complex issues requiring tact and patience. Perform high quality customer service; communicates clearly and concisely, both orally and in writing.
4	Performs technical and administrative support functions related to the processing and issuance of building permits, including reviewing building permit applications and related documents to ensure completeness and compliance with relevant codes, and pre-submittal checklist requirements have been met before plans are accepted. Reviews minor plans, calculates fees, stamp and issue permits. Manages the scheduling of inspections as they are received. Serves as liaison between permit applicants and the building division and outside agencies; assists in resolving problems related to the permit review and issuance process
5	Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements. Interprets and explains policies and regulations accurately and tactfully.
6	Distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases, and reports relating to building code compliance.
7	Provides information to contractors, builders, citizens and others seeking assistance obtaining permits and complying with the building code.
8	Maintains a variety of logs and records related to permit activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.
9	Manages the issuance of Certificate of Occupancies. Closes out finalized building permit files, ensure all requirements, inspections and certificates have been completed.
10	Is recognized as the office and process expert and is frequently consulted by others in the division; maintains an in-depth understanding of division resources and provides information regarding these resources.

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<b>11</b>	Timely respond to the public when inquiring about the status of projects and permits.
<b>12</b>	Prioritize work and coordinate several activities simultaneously despite interruptions.
<b>13</b>	Any and all other duties assigned by the City Engineer/Planning Director and/or designated representative.

<b>5. MEASURES OF PERFORMANCE:</b>	
<b>1</b>	Has a thorough understanding of job duties.
<b>2</b>	Shows an interest in job and City. Represents the City in a professional and ethical manner.
<b>3</b>	Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers and all contacts.
<b>4</b>	Accepts and adapts to change, Learns new things quickly.
<b>5</b>	Cares about quality-rarely makes errors, Requires little direct supervision.
<b>6</b>	Has ability to mult-task in changing situations, without undo stress or frustration.
<b>7</b>	Practices quality employee/customer service/phone manner.
<b>8</b>	Accurate in duties as assigned.
<b>9</b>	Prepares required reports accurately and timely.
<b>10</b>	Strives to develop and maintain skills necessary to progress in the Code Enforcement Officer position. Seeks opportunities to grow and develop in position.

**I have reviewed and understand the task and duty description. The job description is not exhaustive but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.**

<b>Employee</b>	<b>Date</b>	<b>Supervisor</b>	<b>Date</b>
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