

Job Class Code: 2005	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION

The purpose of this job class is to perform technical processing tasks in support of the City’s building permit or development processes including the use of an automated application issuance program. The work includes the review, approval, acceptance and input of permit application information; verification of legal descriptions; detailed property, records and project history research; and routing and monitoring of building or site plans and applications through the review and construction processes within the department and in other City departments. Work involves analysis of factual information requiring judgment with regard to appropriate guidelines and procedures and resolving data errors in automated systems.

TYPICAL TASKS

- Issues construction, zoning, civil and trade permits using automated and manual procedures to conduct quality control reviews of all proposed project elements to ensure complete and accurate information prior to permit issuance.
- Identifies correct address for proposed project sites based on existing city records, lot and block legal descriptions and maps.
- Performs detailed records research to generate construction and land use history of structures and properties using multiple records sources; reconstructs use histories of sites for proper application of relevant codes and regulations involved in review and issuance of construction/zoning permits.
- Screens approved applications for completeness; calculates and verifies fees, determines expiration dates, assigns permit numbers; reviews and screens for requisite signatures and seals; ensures inclusion of necessary attachments and inspection forms; collects fee payments and issues receipts, coordinates with accounting staff and City Treasurer’s office; and determines appropriate routing of completed permits and plans.
- Explains department policy and procedures to permit applicants such as design professionals, contractors, engineers, developers and other regulatory agency representatives regarding permit processes, permit issuance, routing of plans, establishing addresses, and inspection monitoring.
- Monitors project status, coordinates status reviews, and determines appropriate course of action to bring projects to closure.
- Reviews simple construction plans for code compliance including standard plans, minor additions, swimming pools and signs.
- Performs administrative support work such as word processing, creating spreadsheets or support functions that involve data entry/retrieval and functions that require interpretation, judgment regarding appropriate processes to be used. Reviews forms, data, and other information to ensure accuracy and conformance to established procedures or policies.
- Performs other duties as assigned.

GENERAL STANDARDS

Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Serves others such as customers, attends to their requests and exchanges information with them.
Reasoning Requirements	Performs semi-skilled work involving set procedures, rules/systems but solves frequent problems
Mathematical Requirements	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percent.

Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using property grammar.
Mental Requirements	Requires performing technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions affecting the individual, citizens, professionals, coworkers, and others that depend on the service or product.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Must have knowledge of construction terminology as well as a firm understanding of development departments' interaction for permit processing and approvals.
Skills	Must be skilled in communicating effectively and clearly to convey technical code requirements to citizens and non-professionals.
Abilities	Must have the ability to analyze and evaluate data pertinent to permit applications to ensure code and regulation compliance. Must also have the ability to analyze and evaluate inspection data for compliance with code regulations in order to authorize the energizing of gas and electrical services and issuance of certificates of use and occupancy.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in office technology, information systems, or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of one year of related, full-time equivalent experience.
Special Certifications and Licenses	Must obtain Virginia State Certification as a Permit Technician within 18 months of hire date and attend the State Code Academy Core Module or other applicable training and certifications required for the type of plan review and/or permit issuance assigned to the position.

ADA REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe, and does not necessarily list, the essential functions for a given position in a classification.