



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Construction Inspector & Permitting Technician	FLSA:	Non-Exempt
DEPARTMENT:	Public Works	REVISED:	

Summary: Under general supervision, provides customer assistance and interprets permitting policies; coordinates all actions required to issue a variety of permits; inspects construction work on County roads.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Provides customer service; answers questions on permit requirements and associated fees; explains policies, codes, standards and enforcement; answers questions within scope of authority and training.
- Works with County residents and contractors regarding utility and construction permit questions, and site development and engineering issues; follows up with phone calls and correspondence as required.
- Reviews permit requests for completeness and compliance to regulations; reviews and processes documents according to Department policies and procedures; interprets County codes, and determines permit requirements; accepts or rejects applications.
- Creates customer and permit files; enters application data into computer and manual filing systems; compiles and maintains accurate and detailed records; maintains and updates computer files regarding permits, fees and submittals.
- Reviews and issues Oversize/Overweight permit applications for conformance with County regulations.
- Inspects all construction work done on County roads to assure compliance with rules and regulations; performs re-inspections as required, and final inspection prior to acceptance by the County.
- Researches, collects, and analyzes data for special situations.
- Collects traffic count studies to determine traffic volumes.
- Coordinates permit applications with other county departments and public agencies as needed.
- Completes required daily logs, correspondence and reports.
- Invoices customers for fee payment; assures fees are properly recorded and processed.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of County policies and procedures.
- Knowledge of the principles and practices of roadway construction and the stages in the construction process when defects can be detected.
- Knowledge of the regulations and standards for public works construction and permits.
- Knowledge of GPS surveying and mapping techniques and principles.
- Knowledge of the principles of accounting, record keeping and records management.

- Skill in providing effective customer service, including problem solving and conflict resolution.
- Skill in reading, understanding and interpreting permitting standards and regulations.
- Skill in performing duties in an organized, detail-oriented method.
- Skill in performing mathematical computations and analysis.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective working relationships with County staff and the general public.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

High school diploma or GED equivalent; AND two (2) year's public works and/or construction inspection experience; must have a valid driver's license to transfer between work sites.