



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	Senior Building Permit Technician	<b>FLSA:</b>	Non- Exempt
<b>DEPARTMENT:</b>	Planning and Development	<b>REVISED:</b>	

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**Summary:** Under general direction, performs duties that support the building department by processing, reviewing and issuing building permits, including minor residential construction plan review. Responsible for day to day direction of the Building Permit operations.

**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.)*

- Assists the Chief Building Official with minor residential construction plan review with minimal guidance.
- Provides general and detailed information regarding applicable governmental regulations and requirements for simple and complex building, zoning, and development permits to customers
- Provides information to the public relating to the status of projects and permits
- Issues approval of selected zoning and development permit applications (i.e. minor building additions, pools, fences and decks)
- Works with other building, zoning, development and planning staff in providing customer service on simple and complex projects and coordinates with other city departments as needed
- Performs preliminary review of all applications for completeness and accuracy, and determining appropriate fees
- Provides technical assistance and review of basic and complex building, zoning, and development applications and processes
- Assesses fees for permit and inspection, managing accounts receivable as directed, recording and balancing permit-related monetary transactions
- Accesses, enters and updates computerized plan check data entry and tracking systems
- Schedule inspections and coordinate with inspectors and contractors. Coordinate permit approvals and issue Certificate of Occupancy
- Coordinate inspections, final approvals with utility companies and other county departments
- Make new files for all new homes, miscellaneous reports, commercial projects, and County reports
- Prepare a month-end inspection report, other statistical reports, etc.
- File field inspection reports and all other related documents. Track permit status
- Receive and respond to complaints of contractors and /or public and direct complaints to the correct persons or department who may assist them
- Coordinates handouts and information disseminated to the public concerning building permit process and code enforcement. May compose documents for general instructions
- File plans and permit records in an appropriate manner and retain for the period required and insure they are available as needed
- Maintains manuals and updates resource materials
- Performs other duties as assigned or required

### Knowledge and Skills



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- Knowledge of county, state and federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Knowledge of basic construction methods and material and skilled trades related to building construction, maintenance, repair and renovation.
- Knowledge of investigative principles and practices
- Knowledge of research and report writing techniques
- Knowledge of general planning, zoning and subdivision procedures and practices
- Knowledge of records management practices and general office practices and procedures
- Knowledge of County development and permitting functions
- Knowledge of principles and procedures of record keeping and maintenance.
- Knowledge of personal computers, building permit and general office programs and equipment
- Skill in providing technical expertise related to noncompliance with building code, reading and following blueprints, as built, and engineering drawings and customer service.
- Skills in learning and explaining appropriate County codes and regulations
- Skills in understanding legal descriptions and boundary maps of real property
- Skills in understanding general information on plans submitted with building permit application
- Skills in maintaining records neatly and accurately
- Skills in communicating effectively both orally and in writing
- Skills in using tact and diplomacy in all interactions with customers
- Skills in establishing and maintaining positive and effective working relationships with co-workers and those contacted in the course of the work
- Skills in calming angry customers using interpersonal skills and advising co-workers or supervisors if appropriate
- Skills in contributing to and maintaining a professional office environment;
- Skills in prioritizing work and coordinating several activities simultaneously
- Skills in analyzing and compiling technical information for code investigations and violations
- Skill in communicating clearly and concisely, both orally and in writing. Ability to understand and carry out oral and written instructions.
- Skill in enforcing building codes and ordinances with firmness, impartiality and tact.

### **Minimum Qualifications:**

Five (5) years of experience in public building department, private construction, or related experience or an equivalent combination of training, education and experience. Requires possession of or ability to obtain a valid drivers license.