



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	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 a variety of diverse and complex technical, administrative and clerical support tasks in the office and in the field. Processes, reviews, and issues minor building permits. Performs certain types of building and code compliance inspections. Researches issues related to building permits and code enforcement. Coordinate the permit review process with other departments and agencies as required for the approval of a variety of building permits. Work is performed in a very busy and complex setting dealing on a continuous basis with multiple tasks and with the public. Work involves attention to detail and the ability to deal with customers in a professional and courteous manner. Assists the public at the service counter, provides technical office support duties related to the overall management of the Planning and Development department and performs related duties as required.

**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.)*

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- 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



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- Performs field inspections for issuance of Certificates of Occupancy, Certificates of Completion, zoning code violations, minor building permits and site plan reviews
- Performs other duties as assigned or required

### Knowledge and Skills:

- Knowledge of applicable County codes and ordinances
- Knowledge of investigative principles and practices
- Knowledge of research and report writing techniques
- Knowledge of processes and procedures associated with planning, building and occupancy permits
- 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 personal computers, building permit and general office programs and equipment
- 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

### Minimum Qualifications:

Two (2) years of increasingly responsible experience performing public assistance at a building permit or community development counter reviewing building plans, issuing permits and/or, working with database and permit tracking systems. Possession of, or ability to obtain within six (6) months of appointment, a Permit Technician Certificate (or equivalent) from the International Code Council. Requires possession of or ability to obtain a valid Wyoming driver's license.