



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Building Safety Permit Tech II
Office: Community Development
FLSA Status: Non-Exempt
WC Code: 8810
Effective Date: January 1, 2008
Last Revised: May 9, 2017
Pay Grade: A14
Union: AFSCME

SUMMARY

Coordinates permit issuance; plan review intake; permit fee calculations; inspection requests via person, phone, machine, and fax; and provides direct customer service via phone, fax and in person. Prepares office budget, projects revenues, and coordinates office procedures. Manages confidential and personnel activities of office with direction and approval of the Building Official. Work is performed under the supervision of the Building Safety Director and is reviewed primarily through results attained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Accepts applications for permits. Takes in plans and reviews for completeness upon application for permit.
2. Issues building and other permits, calculates fees, collects money, answers questions or refers to appropriate specialist(s)
3. Explains permit and plan review processes, fees, and requirements to applicants. Provides information to professional and technical staff and the public.
4. Researches historical information, files, and other records to respond to staff and customer inquiries. Responds to telephone and in person inquiries for information and problem solving.
5. Prepares and processes required personnel action forms, risk management, accident/incident reports.
6. Prepares revenue projections, prepares and monitors office budget and maintains payroll records. Prepares, processes, and maintains accounts payable, accounts receivable, and deposits for office. Prepares supporting activity reports in Excel.
7. Assembles or compiles a variety of data from various records for incorporation into reports.

8. Operates computer to access/update various files; run and prepares monthly, quarterly, and annual fiscal and activity reports. Also includes reports to the State of Oregon. Documents personnel certification and continuing education hours.
9. Makes and acts on decisions where procedures and policies are well established. Independently answers office inquiries from the public, contractors, other County staff, or agency staff regarding laws, regulations, policies, and procedures.
10. Assists in training, provides instruction and oversees front counter staff in activities relating to the processing of information and customer assistance.
11. Monitors status of construction work in progress to assure accurate and complete records, maintains records of inspections, and assures that systems are updated as needed to meet the needs of staff and customers. Monitors timelines and notifies applicant of expiring permits.
12. Maintains building permit records and compliance with the State Archive Schedule.
13. Performs moderately complex mathematical computations such as percentages and interest to complete assignments.
14. Performs other related duties as required.

SUPERVISORY RESPONSIBILITIES

Position provides initial supervision and direction to front counter staff. This includes monitoring the work load of the front counter staff and assisting with front counter duties during peak times. Provides input for performance evaluations through the Building Official. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Associate's degree (A.A.) or equivalent from two-year college or technical school; and four years related experience and/or training; or equivalent combination of education and experience. Requires considerable knowledge of the operation, policies, terminology, and governing laws and codes; building materials and construction methods; and personnel practices. Requires excellent computer skills and experience with Microsoft Office products.

JOB IMPACT

The consequence of error could have an adverse impact on public safety and legal liability due to an accident or property loss where codes were not enforced or in compliance.

JOB CONTACTS

Contacts are with other county offices, builders, architects, engineers, and the general public. Communication is regularly required to give and exchange information regarding code compliance and enforcement in a positive and helpful manner.

LANGUAGE SKILLS

Ability to read, analyze, and interpret financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, professionals, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra and geometry including area, circumference and volume.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

Proficient in the following computer programs: Word, Excel, Power Point, Access, the use of the Internet for research, and A&T (Assessment and Taxation records). Ability to deal effectively with customers in a caring, patient and understanding way.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires certifications from the International Code Council for Permit Technician.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: Normal to operate a computer			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>