



Permit Technician I or II

March 16, 2021

TO APPLY:

Please apply online at the following link:

<https://www.cityofnampa.us/208/Human-Resources>

For questions, contact the City of Nampa Human Resources Department via phone: 208-468-4412.

Permit Technician I or II

Hiring Salary Range:

Permit Tech I: \$14.10-\$17.63

Permit Tech II: \$15.15-\$17.63

Position Salary Range

Permit Tech I: \$14.10-\$19.41

Permit Tech II: \$15.15-\$21.21

Department: BLDG

Job Status: Full Time

FLSA Status: Non-Exempt

Grade/Level: N13

Amount of Travel Required: None

Job Type: Regular

Job Code: 5310

Positions Supervised: None

Work Schedule:

Generally, 8:00 am - 5:00 pm; however, must be able to work flexible and varied hours.

POSITION SUMMARY

GENERAL STATEMENT OF DUTIES

Process building permit applications and issues permits; coordinates the City of Nampa building permit program; performs other duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The principal function of an employee in this class is to review building and utility service permit applications for compliance with the Engineering Department and Zoning Code compliance prior to the issuance of relevant permits. Informs and assists citizens, developers, and business people with issues related to the City building, zoning and code requirements, building permit application completion, and other requirements; performs a preliminary review of site plans and construction drawings to assure completeness of information; determine the proper routing of a permit application for approval process; provide information to the public regarding permit requirements; issue building permits per City regulations; prepare and maintain financial records of fees collected. Contributes to the development and implementation of policies, standards, and guidelines. The work is performed under the supervision of the Sr. Building Admin Specialist, but some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with assigned supervisors, other city employees, and the general public. The principal duties of this class are performed in an office setting.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Answers phones and greet the public to provide information, handouts, assistance, and receive complaints; as necessary, direct calls and visitors to appropriate department or individual.
- Determine permit needs by interviewing and soliciting information from applicants; explain codes, regulations and procedures; quote applicable fees to the public, businesses and contractors.
- Accepts, reviews, and evaluates building permit applications for completeness and correctness; reviews blueprints for completeness and accuracy and checks for basic code compliance.
- Calculates fees; calculates square footage, verifies occupancy classification, and type of construction,
- Processes permits over the counter for electrical, plumbing and mechanical.
- Issue permits per City regulations; reviews and analyze applications submitted for code and zoning compliance.
- Determines which agencies must review applications and routes building permits

to such agencies and departments to process.

- Provides information to the public concerning the building permit process requirements, codes and inspection procedures.
- Tracks, monitors, and provides information regarding the status of building permits and plan reviews.
- Assists the public in completing applications for building permits.
- Receives various complaints and handles or routes to the appropriate staff to resolve.
- Investigate businesses and/or individual's construction or renovation without appropriate permits; resolve to achieve compliance.
- Contributes to the development and implementation of policies, standards and guidelines.
- Prepare, organize and maintain complex and comprehensive statistical, financial, application and permit records, files and databases for department operations.
- Prepare and accurately maintain information and documents for public records; compile, prepare and distribute various reports as required or requested.
- Compose, prepare and type correspondence, memos, reports and other materials related to permits and department operations and activities; design or revise documents, handouts, permits and certificates as necessary.
- Assist in budget preparation, maintenance and control for permit operations; provide budget projections.
- Provides effective professional liaison between the Department and other City Departments, representatives from public agencies, area businesses, and the general public.
- Answers/receives telephone calls, faxes, mail and messages for the Building department and information.
- Listens to and directs comments and complaints from the departments/divisions relating to fleet operations and takes appropriate action to resolve and refer such complaints.
- Interprets and applies departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines.
- Assumes responsibility for other duties as required or assigned.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.

ESSENTIAL RELATIONSHIP EXPECTATIONS

Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

Responds to citizens' questions and comments in a courteous and timely manner.

Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Is punctual and timely in meeting requirements of performance, including attendance standards and work deadlines.

Communicates information and states concerns in a clear and professional manner.

Respects the opinion of others and demonstrates a reasonable relationship with employees, supervisors and others.

Accepts and performs in a timely and effective manner changes in work assignments and/or how work is performed.

REQUIRED KNOWLEDGE

Some knowledge of techniques, materials and methods used in building construction.

Some knowledge of construction drawings and blueprint reading.

Some knowledge of building codes and ordinances.

Some knowledge of modern office practices, procedures and equipment.

Some knowledge of record-keeping techniques.

Some knowledge of the department's policies and procedures.

SKILLS/ABILITIES

Ability to inform and assist the public with building permit procedures, departmental applications and reference material.

Ability to learn and interpret building codes and City ordinances.

Ability to effectively read and correctly interpret specifications and drawings.

Ability to type accurately and make computations and tabulations accurately and in a timely manner.

Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.

Ability to understand and follow oral and/or written policies, procedures, and instructions, use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions, and prepare and

present accurate and reliable reports containing findings and recommendations.

Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

POSITION QUALIFICATIONS

Education:

High School Graduate or General Education Degree (GED): Required

Experience:

1 plus year of experience in the construction industry, the application of building codes, and the processing of building permits is preferred.

And/or any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

Computer Skills:

Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks; and the ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Certifications & Licenses:

ICC Certified Permit Technician is preferred with the ability to obtain the certification within 12 months of employment.

Specified positions may require a security background check and/or additional Certification(s) specific to the functional area of assignment.

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.

O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand O

Walk F

Sit F

Manually Manipulate O

Reach Outward O

Reach Above Shoulder O

Climb O
Crawl O
Squat or Kneel O
Bend O
Grasp O
Speak C

Lift/Carry
10 lbs or less F
11-20 lbs O
21-50 lbs N
51-100 lbs N
Over 100 lbs N

Push/Pull
12 lbs or less F
13-25 lbs N
26-40 lbs N
41-100 lbs N

WORK ENVIRONMENT

The principal duties of this class are performed in an office setting.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

FINGER DEXTERITY:

Sufficient finger or manual dexterity with or without reasonable accommodation to enable the employee to operate a personal computer, telephone and related equipment and use primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

SPEECH:

Sufficient clarity of speech or other communication ability with or without reasonable accommodation to enable the employee to communicate effectively and convey detailed or important instructions or ideas accurately, loudly or quickly.

HEARING:

Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information.

VISUAL ABILITIES:

Sufficient visual acuity or other power of observation with or without reasonable accommodation to enable the employee to review a wide variety of materials in electronic or hard copy form and perform activities such as preparing and

analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection).

PHYSICAL STRENGTH AND PERSONAL MOBILITY:

Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to function within a general office environment.

Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally.

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Position : 531104

Code : 20210018-1

Type : INTERNAL & EXTERNAL

Posting Start : 11/20/2020

Posting End : 03/26/2021

HOURLY RANGE: \$15.15-\$21.21