

**CITY OF RAMSEY  
POSITION ANALYSIS**

**POSITION TITLE:** Permit Technician

**DEPARTMENT:** Community Development

**POSITION TITLE OF IMMEDIATE SUPERVISOR:** Building Official

**SUBJECT TO RANDOM D.O.T. DRUG AND ALCOHOL TESTING:** No

**FLSA STATUS:** Non-Exempt

---

**PRIMARY OBJECTIVE OF POSITION:**

Review and process permit applications for new and existing residential and commercial construction, issues permits for all phases of the construction project and researches and updates permit records and files. Also performs skilled clerical work, calculates and collects fees, prepares reports as necessary, and manages new and existing data entry.

---

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides information to members of the public/permit applicants regarding building permit requirements, inspections, and general requirements of the permit process; obtains general and technical information from customers regarding permitting needs; assists the public in completing building permit applications and directs the public to various City departments for information necessary to apply for permits
- Responds to telephone and email inquiries regarding permits, permit processes, building codes other related ordinances and local laws
- Reviews applications for permits relating to building construction, additions or repairs for compliance with prevailing laws, rules, regulations and ordinances. Accepts construction plans for appropriate department personnel to check
- Processes and issues approved building, electrical, plumbing, mechanical, sewer/water and septic permits in accordance with prevailing laws, rules, regulations and ordinances based on factual information where no interpretation of the law is required. Calculates fees based on established fee schedules, and monitors approval of plans by other regulatory agencies
- Assists building inspectors by performing code and records research and compiling data
- Searches files for information or copies of records upon request or to aid in the determination of license or permit eligibility
- Issues Certificates of Occupancy
- Balances daily permit receipts and prepares appropriate daily reports for submittal to accounting department

- Manages the input of all data into the permit software system
- Reviews, approves and issues less complicated non-structural plan checks over the counter (e.g., fences, decks, pools)
- Administers a field inspection scheduling system. Accepts, reviews and approves city contractor's license; verifies general liability and workers' compensation insurance. Verifies state issued contractor's license, and valid business license information has been filed with the City. Prepares annual contractor's license reminder mailing
- Helps maintain a variety of building and planning-related information
- Updates customer handouts and website as needed
- Responsible for scanning and maintaining commercial and residential file information in Laserfiche
- Maintains septic compliance database including all data entry, records management, annual mailing, compliance mailing and point of sale information
- Facilitates cities rental license program, including renewal mailing, fee collection, annual inspection scheduling, and rental license issuance
- Reconciles building permit escrow accounts
- Prepares reports as requested regarding the issuance of permits
- Perform a wide range of tasks at the verbal or written direction of the Building Official, Assistant Community Development Director or Community Development Director

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be able to perform multi-task operations with frequent interruption
- Possess the ability to positively interact with other staff members, the general public, contractors, governmental entities, and other clientele
- Perform a variety of duties requiring use of independent judgment and technical knowledge
- Good time management, organizational, telephone, and attention to detail skills
- Knowledge of methods, materials, terminology and practices involved in general building construction
- Knowledge of laws governing zoning and general building construction
- Knowledge of city government and other city departments
- Ability to read and interpret plans and specifications
- Ability to establish and maintain effective working relationships with the public, building owners, contractors, and craftsmen in inspection and regulatory matters
- Ability to communicate clearly orally and in writing
- Ability to use and understand computers
- Knowledge of governmental ordinances, laws and regulations regarding housing and building codes
- Knowledge of modern office practices and procedures
- Knowledge of departmental policies, rules, regulations, functions, procedures and organization
- Ability to deal tactfully and effectively with the general public
- Ability to compute fees on a percentage basis and to interpret difficult fee schedules

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED supplemented by one year of course work in construction technology
- Three years experience as a Permit Technician or related experience

**DESIRABLE QUALIFICATIONS**

- Certification by the International Code Council or other accredited institution as a Permit Technician
- Knowledge of local geography
- Experience working for a municipality
- Knowledge of Independent Sewage Treatment Systems

Created: August 2003

Updated: October 2015

**JOB ACTIVITY REQUIREMENTS  
Permit Technician**

<b>Job activity requirements</b>					
	<b>Physical Activities</b>	<b>Very Important</b>	<b>Important</b>	<b>Slightly Important</b>	<b>Not Important</b>
<b>1</b>	Standing			x	
<b>2</b>	Sitting	x			
<b>3</b>	Walking			x	
<b>4</b>	Lifting			x	
<b>5</b>	Pushing / Pulling			x	
<b>6</b>	Carrying			x	
<b>7</b>	Climbing				x
<b>8</b>	Kneeling				x
<b>9</b>	Crawling				x
<b>10</b>	Crouching			X	
<b>11</b>	Bending at waist			x	
<b>12</b>	Reaching		x		
<b>13</b>	Handling Objects	x			
<b>14</b>	Repetitive Hand Motion	x			
<b>15</b>	Use of Arm Muscles over Extended Periods			x	
<b>16</b>	Use of Leg Muscles over Extended Periods			x	
<b>17</b>	Overhead Work				x
<b>18</b>	Stationary desk or bench work	x			

**This job requires employees to be able to lift and carry up to 10 pounds without assistance.**

<b>Job working conditions</b>			
	<b>Yes</b>	<b>No</b>	
<b>1</b>	Working Outdoors	x	
<b>2</b>	Working Indoors	x	
<b>3</b>	Operating forklifts or dangerous equipment		x
<b>4</b>	Operating motor vehicles		x
<b>5</b>	Providing work direction to other employees		x
<b>6</b>	Working with chemicals		x
<b>7</b>	Working near fumes and vapors		x
<b>8</b>	Driving a City vehicle or personal vehicle		x
<b>9</b>	Driving is an essential function of this job		x
<b>10</b>	Subject to random DOT drug and alcohol testing		x