

# CLASSIFICATION ADDENDUM

## Job Title: Permit Specialist

Classification Specification: Management Support Specialist

Barg Unit: OPE

Pay Grade: B23-B24

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

Permit Specialist is the intermediate to advanced level of the Permit Series. Employees at this level have extensive knowledge of policies and procedures of development related codes. Under general supervision of the Office Supervisor and Associate Managers, acts as the initial contact for all public inquiries related to the Building, Planning, and Engineering plan review and permit process. Performs preliminary plan review for completeness and accuracy of building and engineering permit applications, and determines appropriate fees. Responds to development related questions, calculates and collects development review fees, issues permits and coordinates inspection requests. May provide lead to Permit Technicians.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- Journey: Three to five (3-5) years of increasingly responsible experience performing customer service at a building permit counter reviewing building plans, issuing over-the-counter permits, explaining and applying the applicable Oregon Building Codes, and working with databases and permit tracking systems.
- Advanced/Lead: Five or more (5+) years of progressively responsible experience performing customer service at a building permit counter reviewing building plans, issuing permits, explaining and applying the applicable Oregon Building Codes, and working with databases and permit tracking systems.

#### Licensing and/or Certification Requirements:

- Possession of a Permit Technician Certification from the International Code Council (ICC) or an accredited certifying organization.

#### Knowledge:

- Procedures and techniques of permit processing and basic process for plan review;
- Building and zoning codes and ordinances enforced by the city;
- Customer Service principles and practices including conflict resolution.

#### Skills: *(Demonstrated skill in performing the following)*

- Respond to public relating to status of projects and permits;
- Performs mathematical calculations;
- Reviews plans for completeness and accuracy and determine appropriate fees.

**Qualifications Addendum**

**Qualification For Grade Progression:**

B23- Journey: Permit Specialist I

B24- Advanced/Lead: Permit Specialist II

**Physical Requirements Addendum**

Sedentary Work as defined in the classification specification.

**Addendum History**

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