

Building Permit Technician

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Department: Community Development

FLSA Status: Non-Exempt

Application Deadline: Friday, July 16th 5:00p.m.

Updated: 3/4/2021

General Definition of Work

Performs work scheduling building inspections, issuing permits, assisting the general public, and related work as apparent or assigned.

Work is performed under the supervision of the Building Official.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Prepares and issues building permits for residents of the County.
- Assists the general public by phone, email, and in person; directs inquires to the appropriate resource as needed.
- Attends Planning Commission meetings; records and types minutes.
- Maintains and stores files and documents.

Minimum Qualifications

High School diploma or GED and one to three years of experience in clerical support functions of a community development department, or equivalent combination of education and experience.

Special Qualifications

Valid driver's license in the Commonwealth of Virginia. Successful applicant will be required to obtain DHCD/VBCOA Core Academy and obtain a Building Permit Technician Certificate within 18-months of hire.

Job Specifications

General Knowledge of modern principles, practices, theories, and techniques of office operations; knowledge of building and codes permitting rules and regulations; knowledge of building inspections; knowledge of community development and planning; knowledge of principles and practices of sound business communication; knowledge of clerical and administrative duties in an office setting; knowledge of federal, state, and local laws and regulations pertaining to the Department; knowledge of the records and reports which must be prepared and maintained; knowledge of correct English usage, including spelling, grammar and punctuation; knowledge of the organization's rules, policies, and procedures applicable to assigned function.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in customer service and professional phone communications.

Ability to understand, interpret, explain, and apply policies and procedures; ability to communicate effectively orally and in writing with detail to spelling, grammar, and punctuation; ability to understand and apply laws and established policies to the maintenance of records; ability to deal courteously and effectively with the public; ability to establish and maintain effective working relationships with coworkers, Planning Commission, and the general public.

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Pay Band = \$30,502- \$42,702

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