



CLASSIFICATION NO. 059

Established: 7/24

Revised: 12/25

FLSA: Non-Exempt

EEO: 5

PERMITS TECHNICIAN, SENIOR

CLASS CHARACTERISTICS

Under general supervision, to provide information to the general public and County staff about State of Oregon and Clackamas County adopted codes, standards, rules, and laws governing construction; permit applications, processes, and completeness; to answer general questions relating to work in the relevant program; to assist and train staff in the operations of software applications; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Permits Technician, Senior is an advanced journey-level classification who performs the responsibilities of the Permits Technician, provides department-wide project and technical support and also acts as the technical resource for the department permitting and plan review software, regularly attends vendor meetings and conferences, and regularly coordinates testing for software updates and changes. Incumbents also provide leadership to the assigned area's team, as well as others within the department. The Permit Technician, Senior is responsible for regularly working with Technology Services and software vendors to implement, modify, and maintain the permitting and plan review software. Incumbents act as the liaison between staff to communicate software issues with Technology Services and/or the respective vendors. Positions in this classification require specialized technical knowledge of the functional area/work unit in order to serve as the subject matter expert for the use of the department specific software.

The Permits Technician, Senior is distinguished from Permits Technician distinguished by the former's responsibility as the technical expert for permitting software, responsibility for regularly troubleshooting system issues for Technology Services and vendors, and regular involvement with complex permit processes and projects. The Permits Technician, Senior also differs from the Permits Lobby Supervisor in that the Permits Technician, Senior does not have supervisory responsibilities and does not lead the work of others.

TYPICAL TASKS

Depending upon assignment, the majority of duties may be concentrated in one of the following categories but are not limited to:

GENERAL:

1. Acts as the subject matter expert for the permitting and plan review software; regularly works with County Technology Services and third-party vendors to test/debug the software when changes, updates, or maintenance occur.

2. Acts as the primary point of contact for internal and external stakeholders on resolving technical issues with the permitting and plan review software; liaisons between internal/external stakeholders and Technology Services.
3. Develops department-wide training guides and best practices for permitting and plan review software; develops, conducts, and/or facilitates training for staff and external stakeholders.
4. Assists builders, contractors, developers, and the general public at the customer service counter, via email or on the phone, with information on general construction documents and processes, current applicable State statutes/codes, County rules and regulations; answers questions regarding the work in the relevant program and policies and procedures related to plan review with the county.
5. Researches high-level violations with legal involvement; compiles records; coordinates with inspectors, violators, and Code Enforcement to gain compliance; and follows up on violations until they are resolved.
6. Participates in the development of procedures, routines, forms, and record-keeping systems, which assist in the plan review and permitting processes; may assist in writing and implementing procedures for new processes.
7. Assists with training and guidance of Permits Technicians and Permit Specialists as needed.

BUILDING CODES:

1. Reviews large, complex construction documents, site plans, and permit applications for completeness and compliance to required documentation, numbers, and types of plan drawings to comply with state, local, and County codes, ordinances, and regulations; assists in distributing additional or revised plan review information to appropriate staff; determines when State or other agency permits are required before a local permit can be issued; refers customer to appropriate agency; identifies which plans require approvals from other states, counties, or municipalities before submission for plan review; reviews Planning Department applications ensuring proper submittal documentation for consistency with control regulations, DEQ rules and County codes.
2. Creates commercial Certificate of Occupancy (C of O) permits and coordinates with internal stakeholders for approval of the permit; issues C of O once all stakeholders have signed off.
3. Helps with issuing residential certificates of occupancy once structural inspectors have given final approval on the project.
4. Acts as the primary contact on complex projects and/or projects where the customer has multiple permits through Building Codes; may work with Permits Lobby Supervisor on escalated or complex matters.
5. Acts as the primary point of contact for pre-application meetings with the Planning Program.

DEVELOPMENT ENGINEERING

1. Manages the fiscal aspects of the surety/performance bond process including, acceptance, review, and release; assists the plan reviewer in the bond call process as needed.

2. Acts as the permitting subject matter expert in the Development Engineering Program; coordinates, trains, assists, and gives guidance to internal and external stakeholders regarding permitting within Development Engineering.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: County permit procedures and policies; county permitting and plan review software both from the county's side of the software and the public-facing side of the software; county codes, rules, and regulations; county land use regulations; construction plan reading and standards; documents and drawings required for plan review purposes; county inspection processes and procedures; cash handling policies and balancing requirements; standard office practices and procedures; record keeping, computerized or automated information systems and databases; business English, spelling and arithmetic.

Positions in Building Codes also require:

Thorough Knowledge of: State building codes for residential, commercial construction; County Building permit practices, procedures, and policies; County Building inspection practices, processes, and procedures; Septic system design standards and procedures and Department of Environmental Quality regulations.

Positions in Development Engineering also require:

Thorough Knowledge of: Roadway Standards; County Development Engineering permit practices, procedures, and policies; County Development Engineering inspection practices, processes, and procedures

Skill to: Accurately explain codes, standards, ordinances, permit processes and procedures; review construction documents to assess completeness of applications; read and interpret construction plans and information on varied technical documents, maps and records for completeness; gather and compile technical information for permit applications; interpret rules, requirements and Clackamas County Ordinances; operate office equipment and machinery; establish and maintain manual and computerized records; receive, calculate and reconcile payments; communicate effectively, both orally and in writing; reconcile cash; assist in the development of office policies and procedures; establish and maintain effective working relationships with the public, other agencies, county departments, and other county employees.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Positions within the Building Codes Division require possession of ICC (International Code Council) Permit Technician certification upon hire or promotion.

PRE-EMPLOYMENT REQUIREMENTS

None required.