

## **CITY OF LINCOLN SENIOR PERMIT TECHNICIAN**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general direction, performs responsible and complex technical permitting functions on behalf of the City requiring specialized knowledge; provides customer service to the public; processes permit applications, organizes, assigns and reviews the work of assigned staff engaged in permitting duties and performs other related duties.

### **DISTINGUISHING CHARACTERISTICS:**

The Senior Permit Technician is the advanced journey level classification in the Permit Technician classification series. Positions at this level are distinguished from other classes within the series by the complexity of the duties assigned, independence of action taken and level of responsibility assumed for the daily operations of the permit center and customer service counter. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing the functional coordination of the permitting process and may provide technical and functional supervision over assigned staff.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Building Official, Community Development Director or designee; and technical and functional supervision from an assigned supervisor. May perform technical and functional supervision over lower permit technician staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Leads the permitting duties of the Department, including performing the more complex and advanced technical work.
- Responds to routine and complex permitting inquiries and provides customer service to the public at the permit counter and via telephone, email and/or facsimile.
- Provides general information to the public regarding permitting processes.
- Receives and processes various types of permit applications; reviews application for accuracy and completeness.
- Researches and communicates the status of permits to applicants.
- Ensures that all permit records are kept and maintained as required in hard copy and electronic formats.
- Schedules inspections and pulls related permits for the Building Official.

- Calculates permit fees and provides fee estimates as requested.
- Routes plans to various City departments and/or divisions for review and sign-off; tracks, plans and ensures their return in a timely manner.
- Performs a full range of technical duties in support of the Community Development Department's services and activities in both planning and building services divisions including but not limited to, minor plan checks, and review and approve plans and accompanying documents on over-the-counter permits.
- Research, compile and analyze data for special projects and various reports.
- Plan, prioritize, and review the work of assigned staff responsible for a variety of permitting activities.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide and coordinate training for assigned staff; work with assigned staff to correct deficiencies.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, and squatting in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination preparing permits using a computer keyboard. Additionally, the position requires near and far vision in reading work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

#### **QUALIFICATIONS:**

The following are minimal qualifications necessary for entry into the classification.

##### **Experience:**

Two years of increasingly responsible experience in performing government building permit work similar to Permit Technician II with the City of Lincoln. specialized training and education related to building, plumbing, mechanical, electrical and/or zoning codes is desirable.

##### **Education:**

A high school diploma or equivalent.

##### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.  
Possession of an ICC Permit Technician Certificate.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform the essential functions of the position)*

**Knowledge of:**

Permitting process, policies and procedures; pertinent local, state and federal building, zoning, engineering, planning codes and regulations as it relates to the permit process; City permit and plan check procedures, rules, regulations and guidelines; plan review and inspection procedures; principles and practices used in building and planning processes; land use planning and related construction permitting; organization and operation of the City and outside agencies involved with development approval and coordination; customer service standards and protocol and principles and practices of technical and functional supervision and training.

**Skill To:**

Operate an office computer and variety of word processing, spreadsheet, presentation and other software applications. Develop, analyze, proofread and maintain Excel spreadsheets.

**Ability to:**

Review and interpret laws, policies, procedures regulations, maps, specifications, site and building plans, graphs and statistical data; perform detailed, technical and specialized permit support work; make sound, independent decisions with established policy and procedural guidelines; respond to and effectively prioritize multiple phone calls, walk-up traffic and other requests/interruptions; communicate effectively both verbally and in writing; represent the department and the City effectively in meetings with other departments, public and private organizations and individuals; organize and maintain a variety of files and records including those pertaining to permit approvals; coordinate and monitor the progress of permit approvals through City departments and outside agencies; assist customers with obtaining permits; read, understand, implement and explain technical and operational information and problem solve issues for the public and with staff; establish and maintain effective working relationships with employees and those contacted in the course of the work; provide technical and functional supervision over assigned staff; effectively train staff and use sound judgment in recognizing scope of authority.

<b>Salary Range:</b>	Refer to Professional/Administrative Salary Schedule
<b>FLSA:</b>	Nonexempt
<b>Employee Group:</b>	Professional/Administrative, Local 39
<b>Adopted:</b>	01/09/2024