



**ISLE OF WIGHT COUNTY
invites applications for the position of:**

Permit Technician

SALARY: \$31,847.00 Annually

OPENING DATE: 03/24/21

CLOSING DATE: Continuous

DESCRIPTION:

The Permit Technician receives, reviews, and tracks project documentation and applications for zoning, building, land disturbance and storm water permits. Additionally, the employee coordinates and tracks applications through the plan review process in order to ensure effective and efficient processing of applications and notifies applicants of project progress and status. Additionally, the employee provides customer service to the general public on zoning and other land use regulations, in person, over the phone, and through email.

EXAMPLES OF DUTIES:

- Receives permit applications for site development and building construction and reviews for completeness;
- Explains procedures, processes and policies regarding the plan review and issuance of permits to owners, contractors, developers, and design professionals seeking permits for land development, zoning, and building construction, modification, and renovation;
- Determines all necessary and accurate information required for permit processing is included in application packages prior to acceptance;
- Advises applicants of deficiencies in the application package and any additional information that may be necessary to process the application;
- Reviews single family site plans to assure compliance with zoning requirements;
- Coordinates the distribution of project documents to appropriate departments or agencies and monitors application progress through the review and approval process;
- Advises applicants of project status;
- Inputs application information in the Munis software system to facilitate project tracking and issues land development permits upon project approval;
- Computes and collects appropriate fees and ensures all outstanding fees, taxes due, or existing violations are abated on the property prior to issuing permits;
- Prepares and processes daily financial reports to include deposits;
- Performs duties with a high level of customer service and provides general information to the public concerning land use regulation and building codes;
- Performs a variety of clerical duties including file maintenance, distribution of information, answering phones and directing calls to appropriate staff;
- Forwards complaints from the public concerning violations of the building and maintenance codes, zoning, erosion and sediment control and stormwater ordinances;
- Maintains Munis software system records;
- Performs other related duties as assigned; and
- Observe all approved safety and health policies and procedures pertaining to his/her work activities and perform all work tasks in a safe and healthy manner in accordance with County policy.

PHYSICAL DEMANDS

The work is sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Requires the use of fingers, balancing, hearing, mental acuity, speaking, stooping, visual acuity, and walking.

REQUIRED QUALIFICATIONS:**Education and Experience:**

Requires a High School Diploma/ GED, and two (2) years of work experience in a professional or customer service environment.

Licenses or Certifications:

Requires ICC Permit Technician certifications.

.Knowledge, Skills and Abilities:

- Skilled in the use of a variety of office equipment including computer-driven work processing, spreadsheet, and file maintenance programs;
- Skilled in the use of highly technical computer applications, such as GIS or CAD;
- Ability to read and interpret construction documents to include subdivision development plans, site plans, architectural, structural, mechanical, electrical and plumbing drawings, and good oral and written communications skills are required.

SUPPLEMENTAL INFORMATION:

This position is open until filled.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs. Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.isle-of-wight.va.us/>

Position #1
PERMIT TECHNICIAN
CV

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