

Hanover County Government
Department of Building Inspection
Permit Technician (CD)
Salary: \$32,291.00 - \$40,000.00 Annually

General Description:

Employees in this class facilitate the permitting and inspections process through direct interaction with owners, developers, contractors, and design professionals. The Permit Technician manages the permitting process from initial submittal to issuance of certificates of occupancy.

Organization:

The Permit Technician is part of Hanover County's Career Development Program. The Permit Technician Ladder has three (3) levels ranging from Permit Technician I to Senior Permit Technician. Incumbents report to the Business Manager.

Essential Functions:

- Interview customers to identify service needs via telephone, e-mail, and walk-in.
- Advise customers of the submittal requirements for commercial building, residential building, electrical, mechanical, plumbing, elevator, amusement device, and fire protection permits.
- Receive, process, and assign permit applications and construction documents.
- Verify completeness of submittal documents.
- Assess/collect fees in accordance with the published fee schedule (see Hanover County Code, Chapter 6).
- Manage the routing of construction documents and applications to development agencies.
- Schedule/assign inspections from telephone and electronic requests.
- Issue construction permits.
- Issue certificates of occupancy.
- Respond to customer FOI requests.

Working Conditions:

- A. Hazards
 - None known
- B. Environment
 - Office
- C. Physical Effort
 - Minimal
- D. Non-exempt

Knowledge, Skills, and Abilities:

- Knowledge of the construction industry.
- Knowledge of the permitting and inspections process, including requirements for plan submittal, inspections requests and sequencing, and requirements for approvals.
- Knowledge of basic construction code requirements for structures.
- Ability to communicate clearly and effectively, both orally and written.
- Ability to operate Microsoft Office and related programs.
- Ability to learn/operate permitting software.

Education, Experience and Training:

High school or equivalent required with at least one year experience in a construction-related field preferred – or – any equivalent combination of education, experience, and training sufficient to demonstrate the knowledge, skills, and abilities is acceptable. Higher levels on the Career Ladder require additional education, experience, and training.

Special Conditions:

- Criminal Records Check, including fingerprinting.
- Twelve-month probationary period.

For more information and to apply visit www.hanovercountyjobs.com