



PERMIT TECHNICIAN LEAD JOB DESCRIPTION

Job Title: **Permit Technician Lead**

Job Code: **PR120**

Pay Grade: **121**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **March 2023**

NATURE OF WORK

Under limited supervision, plans, coordinates, and supervises the operations and activities of the Lewis County Permit Center; oversees and participates in various types of permitting activities; administers the Department's automated permitting program; responds to customer inquiries and complaints, and supervises assigned personnel.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises, trains, and evaluates the performance of assigned personnel; prepares and maintains work schedules; monitors and maintains appropriate levels of staff coverage within the Department.
- Provides technical guidance and support to staff; monitors employees for compliance with departmental policies, procedures, regulatory requirements, and standards of service.
- Responds to public inquiries regarding various permitting matters; provides information regarding permitting processes and schedules; explains codes governing zoning and land use.
- Responds to and facilitates the timely resolution of customer complaints; coordinates with other County departments to resolve pending permit issues.
- Participates in and performs a variety of permitting functions; reviews permit applications for regulatory compliance; approves and/or issues permits.
- Serves as Systems Administrator and maintains the County's automated permitting program.
- Coordinates with technology vendors regarding the design and implementation of the Department's new permitting system.
- Serves as a member of the Community Development Management Team and performs related duties.
- Provides budget recommendations and monitors expenditure within the Department.
- Prepares and maintains a variety of departmental records, reports, and documentation.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and at the public counter; subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 20 pounds.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. equivalent; AND five (5) years' experience working as a certified permit technician, including two (2) year's supervisory experience.

Permit Technician Certification issued by the International Code Council (ICC) is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Permitting processes, policies, and procedures.
- Regulations and codes governing permitting activities.
- Records, reports, and documentation relative to permitting operations.
- Systems administration principles and automated permitting programs.
- Supervisory principles, practices, and methods.

Skills in:

- Supervising and coordinating the County's permitting operations.
- Responding to permitting inquiries and providing customer service to the public.
- Administering and maintaining the County's automated permitting program.
- Establishing and maintaining effective working relationships with staff, County departments, outside agencies, contractors, engineers, architects, vendors, and the general public.
- Communicating effectively verbally and in writing.
- Supervising, leading, and delegating tasks and authority.