

CLASS TITLE: BUILDING PERMIT AND LICENSE SPECIALIST

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for technical and clerical work requiring an independent decision, exercising judgment and a detailed knowledge and understanding of the review and processing, ordinances, regulations, and construction codes of City building permits and contractor's licenses and registrations and other related assigned duties.

ESSENTIAL TASKS:

- Exercises judgment in making decisions regarding the issuance of permits and licenses
- Receives, reviews, processes, and issues residential and commercial building permit applications
- Receives, reviews, processes, and issues licenses and registrations to the construction trade
- Performs specialized clerical and technical work requiring a thorough knowledge of departmental operations, policies, and procedures preparing correspondence related to those duties
- Maintains records and files requiring independent gathering of facts
- Explains operational procedures and complex building code requirements, laws, and ordinances to customers
- Examines, evaluates, and corrects data prior to compilation of reports
- Supervises and participates in the maintenance of financial or statistical reports
- Operates the automated permit and inspection computer program

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in business or public administration; and two (2) years of progressively responsible office experience in the construction or building permit and license field; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the policies and procedures of the building permit and contractor license system, processes, ordinances, and regulations; considerable knowledge of construction codes and governmental regulations; and knowledge of word processing and/or database software applications. Ability to read and review as to form construction plans; ability to make operating decisions independently in accordance with written or verbal instructions; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, and telephone; occasional lifting and carrying up to 50 pounds; frequent pushing and pulling up to 5 pounds; occasional pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, handling, feeling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 6540

EEO Code: N-03

Pay Code: OT-17

Group: Engineering, Planning, and Technical

Series: Subprofessional Engineering and Technical

Effective Date: October 1, 1995