

**Title:** Lead Permit Technician/  
CO Coordinator

**Grade:**

**Reports to:** Manager of Building &  
Development

**FLSA:** Exempt

**Supervises:** Building Technicians

**Department:** Community Development

### **General Statement**

**Lead Permit Technician/CO Coordinator** performs the most complex building permit processing tasks. Incumbents are responsible for resolving conflicting requirements from various departments and for notifying applicants of problems. Under direction, employee will review and consolidate building plans returned by the reviewing agencies; resolve conflicting requirements; process building permit applications and issue permits; provide information concerning building permit requirements, codes and inspection procedures to contractors, design professionals and the public; check plans for completeness; calculate permit fees; issue over-the-counter building permits; and review and process Certificates of Occupancy requests. Employee may, with adequate training, satisfactory performance evaluations, competency in executing the routine job duties, sensitivity and insight to manage unique situations that may require good judgment and tact, master the skills necessary to advance to the next higher level class.

### **Essential Duties and Responsibilities**

- Assembles final building plans and approves issuance; fills in for the supervisor as assigned
- Handle escalated technical information on the application processes, procedures and fees for; building and land development; subdivisions; variances; rezoning; conditional use; historical designation; impact fees; business licenses; parcel ownership data and parcel maps; publish and document sales; annexations, zoning, setbacks and landscaping codes
- Determine project status related to building inspections, permit and inspection process for plumbing, electrical, mechanical, and building construction code plan reviews
- Assist in determining scope of work on projects and route to appropriate departments for review
- Assist applicants in the processing of applications and verify contents for completeness and accuracy
- Acts as lead in resolving permit and other issues at the permit counter
- Receive and process plans, assess and collect fees, log plans into permit tracking system and assign permit numbers
- Collect plan review comment letters, forward them for signature to the appropriate individuals, and deliver completed letter to applicant

- Maintain, update, and run status reports on plan information, prepare monthly reports on construction activities, valuations, case reviews and development review
- Issue building, mechanical, plumbing, electrical
- Compile daily cash reports of permit and impact fees; provide data to Revenue
- Receive and schedule requests for building, mechanical, plumbing, and electrical inspections; enter basic plan data into the permit tracking system; ensure permit files are assembled and available for daily inspection activities
- Review and process Certificate of Occupancy requests; accept and process Contractor Affidavit forms
- Manual electronic scanning of all applications, pertinent application documents, issued permit cards and archived building construction plan sets
- Dispatch correspondence related to authorization of power and gas line approvals to Georgia Power Engineering Department and Atlanta Gas Light Company
- Assist building inspectors in coordinating inspection requests by receiving and scheduling building inspections in the absence of the Chief Building Inspector
- Balance daily permit receipts from all cash receipting from Building Technicians and prepare appropriate daily reports for submittal to departmental accounting section.
- Participate in departmental meetings, help identify solutions to current problems and issues
- Maintain current knowledge of permits, code requirements and related City ordinances
- Establish and maintain an effective working relationship with property owners, developers, building contractors and general public
- Consistently and fairly apply policies, laws, codes and regulations
- Performs other similar duties as assigned

### **Basic Qualifications**

- Associates Degree in Business Administration or related field
- Must have Permit Technician Certification through ICC
- Four (4) years general office clerical experience which includes the issuance of permits; knowledge of construction terminology, construction practices, and permit processing regulations and procedures
- Three (3) year working with MS Office software
- Understand and follow oral and written instructions; works independently in the absence of supervision

## **Preferred Qualifications**

- Bachelor's Degree in Business Administration or related field
- Five (5) years of general clerical office experience which includes customer service or construction related experience
- Knowledge of operations, services, and activities of a building services program organization, procedures, and operating details of the division.
- Knowledge of office procedures, methods, equipment including computers and applicable software applications, and accounting skills.
- Strong verbal and written communication skills
- Knowledge of Federal, State, County and City construction and development permit laws, building codes, rules, regulations and ordinances
- Ability to read and interpret maps
- Working knowledge of building permits application, processing, and fee assessment procedures
- Ability to perform accurate arithmetic calculations
- Ability to use a computer with speed and accuracy

## **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Must be committed to high standard of safety and be willing and able to comply with all safety laws and all safety policies and rules and must be willing to report safety violations and potentials safety violations to appropriate supervisory or management personnel.

Incumbent is expected to meet attendance standards as determined by management. Must be available and willing to work on a full-time basis according to the assigned schedule and must be available and willing to work overtime (including daily, weekend and holidays) as determined by management as necessary to meet the business needs.

While performing the duties of this job, the employee is regularly required to use computer equipment and must be able to communicate effectively with all internal and external parties. The employee frequently is required to sit, stand, and move about the office. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee will perform most duties in a typical office environment.

Please submit resume to: [rtalbert@sandyspringsga.gov](mailto:rtalbert@sandyspringsga.gov)