



GUILFORD COUNTY
invites applications for the position of:

Building and Zoning Technician

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.myguilford.com>

SALARY: \$1,306.27 - \$1,763.46 Biweekly
\$33,963.00 - \$45,850.00 Annually

CLOSING DATE: Continuous

DESCRIPTION:

GENERAL STATEMENT OF DUTIES

Position is located in the Plans and Permits Section of the Planning and Development Department. Reviews and submits residential plans and preliminary platting for all residential construction. Position is responsible for the issuance of all residential permits. Work is supervised and reviewed by Plans and Permits Chief.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for initiating the residential plans process and preliminary platting for residential construction. The primary purpose of the position is to provide guidance and assistance to contractors, homeowners, and the general public concerning development ordinance regulations and building code as it relates to permitting. The position is responsible for a wide array of technical research involving zoning, subdivision regulations, and land development activity and is responsible for approving and issuing all residential permits. Duties and responsibilities would apply to satellite offices, if applicable. This classification's work assignment in platting and plans submission requires a broader understanding of zoning and subdivision ordinances. Emphasis of the work is on finality of actions related to actions of residential planning and instigating the platting process. Direct public contact is an essential duty. Work activities are supervised by the Plans and Permit Chief.

EXAMPLES OF DUTIES:

DUTIES AND RESPONSIBILITIES

Essential Duties and Tasks

- Enters information into permit system to ensure proper scheduling of inspections
- Provides technical assistance to citizens with questions or concerns about the permitting process, zoning, and other land development issues.
- Provides answers to both general and detailed questions regarding departmental policy and procedures.
- Researches necessary property information by reviewing plat books, tax records, deed records, and other departmental data.
- Ensures compliance with applicable regulations, codes, and laws by applying knowledge and skills to review, process and approve information submitted by applicants.
- Approves and issue required permits for building, electrical, mechanical, plumbing, and fuel

pipng by reviewing submitted application and enters information into permitting software.

- Issues Certificate of Occupancy and release electrical and gas meters after all requirements have been met.
- Processes preliminary subdivision plats by establishing a permitting application for each lot.
- Submit residential plans for review and processing.
- Schedules inspections, maintains office equipment and computers.
- Establishes property ownership and related records prior to issuing permits; validates contractors' licenses and issues inspection permits to customers and collects permit fees.
- Issues Certificate of Occupancy (CO) and updates information in permitting system.
- Files engineering letters of contractors; reconciles billing statements and payments of contractors.
- Uses two-way radio or other communications devices to communicate with field inspectors.

RECRUITMENT STANDARDS

Knowledge of:

- Building inspections process to determine action needed for routine permit requests.
- General County and State codes and laws sufficient to explain process or procedures to the public and customers.
- The scope of information requirements needed by field inspectors to complete an inspection of a building structure and the actions to be completed in the construction and inspection process before utilities can be activated and a Certificate of Occupancy (CO) issued.
- Minimum construction requirements for inspections of pools, buildings, signs, etc.
- State of North Carolina code requirements for permits.
- Basic math sufficient to perform general mathematical calculations of permit fees or reconcile billing accounts.
- Research and understand zoning maps, tax maps, plat books, and deeds.
- Environmental health applications and required procedures.

Skills in:

- Listening, attentiveness, and interpersonal communications required to obtain and/or provide information to customers.
- General computer skills for PC use and data entry sufficient to create permit applications and schedule inspections.
- Organizing work tasks for self and staff.
- Independent judgment in setting priorities.
- Excellent communication skills.
- Accuracy/attention to detail.
- Organization/time management/flexibility.

Supervisory Controls

A majority of work assignments flows routinely from inspection reports and from walk-in customers or those telephoning in for an inspection request. Plans and Permits Chief reviews work periodically through direct observation, periodic examination of completed work, and conducting post-service evaluations on service provided.

Guidelines

Instructions are provided and clarifications of policy or technical issues may be obtained from supervisory or licensed inspection staff. Employees use various guides including maps, tax acreage books, specific manuals for the work associated with the particular functions performed, permitting system manual, and various regulations and manuals provided by the State of North Carolina Code Examiners.

Complexity

Work is process and event (subdivision plans and platting process) oriented. Employees must exercise concentration and attention to details when interacting with customers, inspection staff, scheduling inspections, issuing certificate of occupancy, and submitting plans.

Scope and Effect

Full performance of work functions ensures inspections are scheduled in a timely manner, customers can obtain utilities for new single family residences, and informational database is up-to-date. Inadequate customer service or data that is not up-to-date may affect the timeliness of inspections and further compound the sale or purchase of homes or operation of businesses.

Public Contacts and/or Public Assistance

Routine and direct public contact primarily with building contractors, citizens needing information, inspectors, attorneys, real estate agents, and utility companies. Questions may concern issues of zoning, acreage books, or Health Department matters including soil evaluations or the process for septic and well permits.

TYPICAL QUALIFICATIONS:

Minimum Qualifications

Graduation from high school or GED equivalence and one to two years of building and zoning technician experience, and completion of all required training courses as a Building and Zoning Technician and completion of the Planning Department's 50-hour in-service training program on zoning and subdivision ordinances, Law and Administration course and completion of the N.C. Property Mappers Association course on property mapping, within one year of hire date.

SUPPLEMENTAL INFORMATION:

Working Conditions - Environment:

Work is in a normal office environment with no environmental hazards.

Working Conditions - Hazards:

Routine office hazards such as corners of desks, cabinet drawers, cords, and chairs.

Working Conditions - Physical Demands:

Work does not require the exertion of force or unusual physical demands. There are extended periods of sitting and focused visual acuity for entering information into PC or CRT device. Standing, walking, stooping, and reaching are the predominant physical tasks.

Special Note

This generic class description gives an overview of the job class, its job functions and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job description with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

Guilford County does not discriminate on basis of sex, pregnancy, race, color, religion, nation of origin, age, sexual orientation or disability unless a bona fide occupational qualification exists. Guilford County is an equal opportunity employer.

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Position #00572

BUILDING AND ZONING TECHNICIAN

GR

201 S Greene Street

Greensboro, NC 27401

336-641-4710

1-877-204-4442

Building and Zoning Technician Supplemental Questionnaire

* 1. Do you have a high school diploma or its equivalent?

Yes

No

* 2. How many years of experience as a building and zoning technician do you have?

Less than one year

1-2 years

2+ years

* 3. Do you understand that employees in this class are also required to complete training courses within one year after appointment as a technician?

Yes

No

* Required Question