



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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470 Center Street • Building 4 • Chardon, Ohio 44024-1071

*Job Opportunity #1113  
Post from Friday, May 6, 2022 until filled*

*Position:* **Permit Supervisor**  
*Department:* Building  
*Pay Grade:* 10  
*Compensation:* \$19.87/Hr.

*Definition:* Under general supervision of the Chief Building Official and Assistant Building Official performs clerical and technical duties by staffing the building permit counter; resolving project related issues; provides information and direction to the public on building issues relating to processes and requirements; reviews, routes and processes applications and permits; coordinates building plan review and inspection issues; uses specialized database tracking management programs; and performs related work as required for daily office operation.

*Typical Examples of Duties & Percentage of Time:*

- 20% - 30% Organizes, supervises and directs the office functions of the department including records management, assuring efficiency of office operations and clerical staff; Responds to employee issues and concerns; Maintains work standards; Evaluates performance and recommends evaluation outcomes; Ensures consistent application of policies and procedures; Maintains training program; Communicates with Chief Building Official regarding problems; Participates in interviewing and making recommendations for hire for secretarial staff.
- 20% - 30% Schedules and coordinates requests pertaining to residential and commercial building permits, inspections and licensing; Schedules building inspections; Issues building permits and licenses.
- 20% - 30% Interacts with the general public, either in person or over the telephone, and provides information regarding inspections and permit policies and procedures; Takes and relays messages, and/or refers questions or calls to other staff members; Accepts payments and provides receipts; Prepares pay-ins; Processes payments for permit fees; Assists contractors, property owners and the public.
- 10% - 20% Assists other departments with administrative support; Assists with projects as needed.
- 10% - 20% Performs a variety of clerical functions; Processes weekly reports; Types documents and correspondence; Enters data to computer databases; Files documents and maintains files; Verifies information for accuracy; Prepares account information, etc.; Checks and updates flood and FEMA maps.

*Knowledge, Skills and Abilities:*

Knowledge of (1) modern office practices and procedures, (2) departmental rules and regulations\*; (3) building construction and terminology

Skill in (4) basic computer operation; (5) the use of modern computer software programs;

Ability to (6) read blueprints and maps; (7) deal effectively with the general public and co-workers, (8) read and write common vocabulary; (9) understand and follow verbal and written instructions; (10) communicate effectively with others, (11) calculate fractions, decimals and percentages and to perform basic math functions accurately; (12) detect errors and determine corrective procedures; (13) maintain a variety of records

\* Developed after employment

*Suggested Training and Experience Requirements:*

High school diploma or equivalent with vocational/technical training in business or related field with five years of related experience; Or any combination of education and experience that provides the requisite knowledge, skills and abilities for this job. Permit Technician Certification from International Code Council (ICC) preferred.

*Additional Requirements:*

Must pass (test negative) pre-employment drug test.

May drive personal vehicle for county business.

Require vision (which may be corrected) to read small print.

Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Lower body mobility may not be required.

Perform work which is primarily sedentary.

Is subject to inside environmental conditions.

Please submit your application and resume to the Geauga County Commissioners, 470 Center Street, Bldg #4, Chardon, Ohio 44024 Attention: HR Administrator#1113. See details at:

<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>