

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Class Code: 002203
Grade: 21
FLSA: N**

PERMITTING SERVICES SPECIALIST, I

DEFINITION OF SERIES:

Professional engineering/scientific work in one area of specialization: residential/commercial construction, including fire protection/life safety and zoning/land use; right-of-way construction; storm water management/sediment control; floodplain management; special protection areas; and private water supply/sewage disposal.

DISTINGUISHING CHARACTERISTICS:

This is entry level professional engineering/scientific reviews and analyses related to an area of specialization, the incumbent develops proficiency at performing engineering/scientific reviews and analyses and client consultation on engineering/technical construction document review matters.

MAJOR DUTIES:

Employees in this class are responsible for the detailed review of construction design plans, drawings, calculations and other technical information for regulation and code compliance, technical and procedural soundness and integrity, impact on surrounding areas, life safety, and access by the disabled, etc. Employees meet with clients to discuss requests for exceptions from code requirements, work with clients to resolve interpretive problems with field staff, and facilitate casework in consultation with Permit Technicians, with the assistance/direction of higher level specialists and/or the supervisor.

EXAMPLES OF DUTIES: (Illustrative Only)

- With guidance from higher level Specialists and/or supervisor, performs engineering and scientific calculations and analyses; reviews engineering plans for compliance with applicable engineering principles and practices and applicable codes, laws, and policies. This work may involve infrequently overseeing/performing investigatory or corrective field investigations or inspections.
- Works with engineers, other professionals, and Permit Technicians to assure that individual permitting cases are processed cordially and expeditiously.
- Meets with architects, engineers, developers, contractors and property owners to discuss code compliance issues.
- May serve on teams created to work on permitting projects of high public interest and technical complexity.
- May recommend new/changes in standards, codes, regulations, and procedures to higher level managers.
- Prepares analyses, reports, and correspondence on technical/engineering issues.
- Performs other related duties as required.

SUPERVISORY CONTROLS:

Employees in this class perform recurring assignments independently; however, new situations and deviations or problems are referred to a higher-level specialist or supervisor for assistance. The employee's work is reviewed to ensure that results are accurate and that procedures used are correct.

SUPERVISION EXERCISED: Employees in this classification do not supervise other positions.

GUIDELINES:

Guidelines; which include a multiplicity of standards, procedures, policies, and manuals; are normally available but do not cover all situations encountered in the work.

COMPLEXITY:

The complexity of the work is characterized by the analysis necessary to determine the interrelationships among information submitted in the plans and technical documents, which may not be clear, in order to determine code compliance. Additionally, consultation with clients is performed in a context of a very high expectation of personalized customer service.

SCOPE AND EFFECT:

The scope of the work encompasses a range of activities which directly affect the provision of permitting services and which affects the proper and safe construction of various types of facilities throughout the County.

CONTACTS:

Contacts are with the public and developers, contractors, architects, engineers, attorneys, other professionals, managers, and organizations to exchange information, plan and coordinate case management and operational matters, obtain information necessary to provide services, and to persuade individuals regarding code compliance issues.

PUBLIC SERVICE /ASSISTANCE:

Public service and assistance is provided on demand to clients, individually and in groups, by questioning clients to determine the nature of the assistance needed.

HAZARDS:

Inherent in the work is the occasional exposure to abusive, aggressive and unpredictable behavior from clients/the general public.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college or university with a Bachelor's degree in an appropriate engineering or technical field.

Experience: One (1) year of professional experience in an engineering/technical field appropriate to the assigned position.

Substitution: An equivalent combination of education and experience may be substituted.

Knowledge, Skills, and Abilities:

Basic Knowledge of:

- Modern principles and practices of the engineering/technical field to which the position is assigned.
- Applicable codes, statutes, and regulations related to the engineering/technical field to which the position is assigned.
- Customer-service and client-focused service-delivery systems.
- Computer applications relevant to the assigned engineering/technical field.

Skill In:

- Obtaining compliance with applicable permitting, engineering, and code requirements.

Ability to:

- Establish and maintain effective working relationships among staff, community representatives, and representatives from other jurisdictions, and the ability to work effectively as a team participant.
- Work with managers, employees, clients, and professional peers to discuss problems to achieve agreements.
- Acquire the knowledge of the legal mandates which define/limit the public-service mission of the division and department.
- Express oneself clearly and effectively, both orally and in writing.
- Conduct field investigations/inspections in conditions of moderate discomforts and risks, and the ability to attend meetings or perform other assignments at locations outside of the office.

Licenses, Registrations, Certifications, or Special Requirements: There will be no substitutions for this section.

Positions in this classification may be assigned duties which require the operation of a motor vehicle:

- Employees assigned such duties will be required to possess and maintain a motor vehicle operator's license valid Class "C" (or equivalent) from the applicant's state of residence.

Positions in this classification assigned to the Department of Permitting Services (Well & Septic):

Must possess and maintain a registered Environmental Health Specialist License, Health Specialist In-Training Certificate, or Certificate of Eligibility issued by the Maryland State Board of Environmental Health Specialists, and in conjunction with the State law. Incumbent must maintain a current registration, which may include continuing education requirements.

Work Environment:

The majority of the work is performed in an office environment with no unusual physical demands, although it can entail infrequent field visits and travel by automobile.

Physical Demands:

Manual dexterity needed to operate the computer keyboard, tools, test equipment, and measuring devices used to collect data, and other equipment required to perform specific program tasks. T ability to see well enough to view inspection sites to ascertain compliance with environmental health laws and regulations. Physical stamina and mobility to walk, stand, stoop, reach and bend on irregular surfaces and rough terrain, and to climb stairs or ladders.

PROBATIONARY PERIOD:

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS:

Positions assigned to this class are normally in the Office, Professional, and Technical (OPT) bargaining unit.

MEDICAL PROTOCOL: Medical History Review.

PROMOTION POTENTIAL: This is the entry level of the Permitting Services Specialist series. At the discretion of the appointing authority, employees assigned to positions in this classification may be non-competitively promoted to the next higher level of the series. Appointment to Permitting Services

Specialist II requires that the employee perform the full range of duties of that class and meet the minimum qualification standards for the Permitting Services Specialist II.

CLASS SPECIFICATION HISTORY:

Revised: December, 2005
August, 2013
February, 2014
October, 2014
April, 2015

Revised:(format and Licenses, Registrations, Certifications, or Special Requirements: August, 2018