

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

**Class Code: 002201  
Grade: 26  
FLSA: E**

**SENIOR PERMITTING SERVICES SPECIALIST\***

**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 an advanced-level engineering/scientific reviews and analyses related to an area of specialization, and client consultations on complex engineering and technical construction document review matters.

The Senior Permitting Services Specialist class is distinguished from Permit Services Specialist II by the expert level knowledge and experience required to perform more complex work. Employees are expected to perform a full range of duties with only occasional instruction or assistance. Positions at this level frequently work outside the immediate proximity of a supervisor. Work is normally reviewed only on completion and for overall results. Assigned duties require the exercise of judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

**MAJOR DUTIES:**

An employee in this class functions as the subject matter expert and possesses the level of engineering and technical knowledge, skills and abilities necessary to perform the most complex reviews of engineering and scientific documents to determine their technical and procedural soundness and code compliance. This level of knowledge may be evidenced by possession of Professional Engineer (PE) registration or certain certifications in the incumbent's subject area

Incumbents meet with clients on pre-design issues and resolve requests for exceptions from code requirements, helping clients to meet the intent, if not the letter, of the code where there are areas in the codes which are subject to interpretation. Incumbents also work with clients to resolve interpretive problems with field staff and facilitate casework in consultation with Permit Technicians.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Performs the most complex engineering/scientific calculations/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 managers, other staff and Permit Technicians to develop and implement customer-service protocols to assure that individual permitting cases are processed cordially and expeditiously.
- Provides technical advice and guidance to lower-level Permitting Services Specialists and to field staff, technicians, managers, contractors, other engineers, architects, and advisory committees on complex engineering/scientific problems.
- Meets with architects, engineers, developers, contractors and property owners as a subject matter expert to discuss/resolve code compliance issues.
- Serves as senior lead professional/project manager on teams created to work on permitting projects of

high public interest and technical complexity.

- Develops and recommends to higher level managers new standards, codes, regulations, and procedures in order to improve the quantity and quality of department work.
- Prepares or leads the preparation of analyses, reports, and correspondence on highly technical engineering issues.
- Represents the County at meetings, public hearings, seminars, professional associations, legal proceedings, and before deliberative bodies by explaining and/or defending departmental positions and providing engineering expertise.
- Performs other related duties as required.

**SUPERVISORY CONTROLS:**

Employees in this class are fully technically responsible for the work, and independently plan and carry out any level of project or assignment, including the most difficult and complex ones, based on overall policies and objectives, accepted engineering/scientific principles and practices, and available resources. Work is reviewed upon completion for effectiveness in meeting objectives.

**SUPERVISION EXERCISED:**

Employees in this classification do not supervise other positions. However, they may provide instruction and guidance to lower level specialists.

**GUIDELINES:**

Guidelines; which include a multiplicity of standards, procedures, policies, and manuals; are frequently of limited use, so that employees must develop and propose new approaches, methods, procedures or criteria, such as amended codes, operating manuals, and procedures.

**COMPLEXITY:**

The complexity of the work of this class derives from the need to provide advanced level technical review of the most complex engineering/scientific documents and calculations which may require different analytical approaches to identify various alternatives to meet the intent of the various code requirements, assisting customers who have a very high expectation of personalized customer service. The work requires the application of a considerable depth of knowledge and skill to problems/issues, which very often do not fit standard protocols, standards, or expectations. Fluctuating workloads, shifting priorities, and emotionally-charged client interactions compound this complexity.

**SCOPE AND EFFECT:**

The scope of the work involves analysis of a variety of unusual conditions in review of engineering/development projects from planning through implementation and affects the proper and safe construction of structures and facilities County-wide.

**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:** Five (5) years 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:**

***Expert Knowledge of:***

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

***Skill In:***

- Negotiating complex agreements with engineers, developers, contractors, and governmental professionals to bring about compliance with applicable permitting, engineering, and code requirements.

***Ability to:***

- Work effectively as a team leader or participant and to establish and maintain effective working relationships among staff, community representatives, and representatives from other jurisdictions.
- Acquire the knowledge of the legal mandates which define/limit the public-service mission of the division and department.
- Work with managers, employees, clients, and professional peers to provide authoritative guidance and persuasive argument.
- Effectively communicate, both orally and in writing.
- Attend meetings or perform other assignments at locations outside of the office.
- Independently conduct field investigations/inspections in environmental conditions that present moderate discomforts and risks.

**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 Department of Permitting Services (Well & Septic):

- Must possess and maintain a registered Environmental Health Specialist License 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.

Certifications

- The Department of Permitting Services maintains a listing of current Department-required certifications required of employees classified at this level.

**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.

Core Exam with Drug/Alcohol Screen for positions assigned to the Montgomery County Fire and Rescue Service as “Senior Fire Protection Engineer.”

**PROMOTION POTENTIAL:** This is the budget level class.

**CLASS SPECIFICATION HISTORY:**

**Class Established:** March, 2001

**Revised:** December, 2005

March, 2008

August, 2013

February, 2014

April, 2015

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