

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV97422
Job Class Code:	820	Salary Schedule:	ANONREG
EEO Category:	03	Grade:	S5
Workers Comp Code:	8601		

Job Code Established:	07/17/01	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Transportation Series

JOB CODE TITLE: TRANSPORTATION ENGINEERING PERMITS TECHNICIAN II

HRIS TITLE: TR ENGRG PERMITS TECH II

CHARACTERISTICS OF THE CLASS: Works under the general supervision of a first-line supervisor, and exercises some independent judgment within well-defined program parameters and guidelines. Approves or disapproves all permit applications; recommends disapproval of permits issued which are not in compliance with standards; decisions affecting violations. Responsible for the statewide administration of a specific program such as encroachment permits, in the agency Permits Service or may be responsible for a specific geographical area of the State performing duties in multiple permit programs. Work product consists of Complete, accurate permit files; final approved permits; violations removed from the highway system right-of-way. Has the responsibility to ensure uniformity and quality control of encroachment and outdoor advertising permits issued by District staff; ensure permits are issued in accordance with established standards.

EXAMPLES OF DUTIES: Reviews construction plans and verifies that these are in accordance with designated specifications and other requirements. Inspects construction in progress to assure its conformance with specifications, agreements, and established requirements. Reviews and considers requests for driveway permits or streets that connect to the highway system; makes determinations and recommendations. Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiations, plying ti inquiries, presetting or requesting information. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact. Confers with personnel of other agencies in order to plan and carryout joint actions or activities to achieve work system objectives. Confers with users of services in order to arrive at agreements regarding specifications, timetables, agendas, schedules and other aspects of the service.

Consults manual, rule book, codes or regulations in order to find exact required course of action, determination, or authorization. Writes drafts of notices of violation or cease and desist orders and routes them for mailing to businesses or operations under regulation. Examines applications for permits to assure that all information requested is included and in proper format. Codes data in preparation for data processing input. Encircles (captures) errors on computer output proof listings, and makes appropriate corrections for computer run. Logs in and records payments for licenses or permits. Searches blueprints, maps, charts, records, and diagrams for specific information regarding current construction or past work done in a future work site. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decision. Performs related work as required.

WORK CONDITIONS: May require occasional travel.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and State statutes and agency standards, rules and regulations applicable to the agency permit program; a variety of engineering records and reports available for use in researching

encroachment and outdoor advertising permit data; computer programs available for use within the work unit; effective records maintenance methods, procedures and techniques.

Skill/Ability to: read and interpret a wide variety of engineering data to include right-of-way plans; analyzing and evaluating permit applications for proper content and format; oral and written communication; the operation of a variety of office machinery.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be:

- One year of experience equivalent to the Transportation Engineering Permits Technician I.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.