

## **PERMIT TECHNICIAN I**

### **JOB RESPONSIBILITIES**

Under general supervision, is responsible for assisting in the evaluation and inspection of highway use permits to insure quality work standards and County construction procedures and specifications are being met by owners and contractors. Prepares and maintains project reports and records; performs other related duties as required.

### **ILLUSTRATIVE DUTIES**

The duties listed below are intended to illustrate work functions performed by this classification:

Evaluates highway use permit applications; assists in the paperwork and recording of such projects;

Inspects highway use permit projects such as road boring, open-cutting, laying of pipe line or conduit, erecting poles and wires, etc. when in the road right-of-way;

Evaluates and inspects installation of driveway culvert pipes, approaches and ditch enclosures;

Evaluates and inspects permit applications and projects performed under Special Hauling Permits and Stormwater Management and Sediment Control Permits as required;

Prepares and maintains reports regarding quality of work, materials used, conditions of road, both before and after activity, problems encountered and progress of permit work;

Advises utility companies, contractors, property owners and the general public to ensure compliance with County procedures and specifications;

Performs field survey work as required; performs job-related filing, copying, computer data entry, email and telephone communications, etc.; performs all other related duties as required.

### **NECESSARY SKILLS, KNOWLEDGE AND ABILITIES**

General knowledge of construction methods and procedures; knowledge of equipment and materials used in construction trade; knowledge of safety practices related to the construction field; ability to read, understand and interpret surveys and construction plans and specifications; ability to communicate with property owners and contractors; ability to maintain records and prepare technical reports; ability to develop and maintain effective working relationships with associates, supervisors, contractors, and the general public; ability to walk long distances during an 8-hour period, ability to handle sensitive face-to-face inquiries and contacts with the general public; ability to drive for long periods during an 8-hour day; ability to lift up to 50 pounds.

UNUSUAL WORKING CONDITIONS

May be exposed to dirt, dust, fumes, noise, water, inclement weather and/or moving traffic. Exposure to construction sites, variable terrain, variable temperatures. May be required to work weekends or holidays and variable hours during heavy construction periods.

QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of the twelfth school grade or technical school and one year experience with construction and drainage projects.

Possession of a valid State of Ohio motor vehicle operator's license and ability to be insured under the Medina County Commissioner's requirements.

**Send application to:**

**Medina County Engineer's Office  
791 W. Smith Road  
Medina, Ohio 44256  
hours: 8 a.m.-4:30 p.m.**

**Starting Rate: \$20-\$23 per hour**

**Benefits: Medical insurance, OPERS Retirement Contributions, sick and vacation time, paid holidays**

**The Medina County Engineer's Office is an equal opportunity employer.**

**Please contact Dan Becker at (330) 723-9556 or [dbecker@medinacounty.gov](mailto:dbecker@medinacounty.gov) with questions.**

9-15-25