



## Permits Technician I

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn as a **Permits Technician I** during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
  - **Vested in just five (5) years.**
  - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual minimum Salary of \$50,856 starting..**

If our **Permits Technician I** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



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<b>JOB TITLE:</b>	Permit Technician I	<b>GRADE:</b>	9
<b>DEPARTMENT:</b>	Permits and Inspections	<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Permit Technician Supervisor		

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**GENERAL DEFINITION OF WORK:**

Performs professional and technical work, under the direction of the Permit Technician Supervisor and/or Chief of Permitting to assist the public in all phases of the permitting process. Must be able to read and comprehend construction drawings for permit intake and calculate and invoice permitting fees. This position requires a high level of professionalism, computer knowledge, customer service and technical experience.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Answers telephone calls – fielding general questions including but not limited to permit inquiries, basic zoning requirements, checking statuses of permits, etc.
2. Assists the public in all phases of the permit process.
3. Processes and issues a variety of permits which includes routing the permits to the proper agencies for review.
4. Reviews and processes permits submitted online to include building and trade permits and permits for eight Municipalities.
5. Attend various meetings and in-house training classes.
6. Processes Zoning Certifications in accordance with the Washington County Zoning Ordinance.
7. Issues Use and Occupancy Certificates when needed.
8. Calculates and processes fees for building and trade permits and issues refunds back to customers.
9. Processes permits in accordance with the currently adopted building codes and various other regulations
10. Performs extensive follow-up on permits that are pending additional information
11. Performs related tasks as required by the Permit Technician Supervisor and/or Chief of Permitting

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Thorough knowledge of basic methods, practices and objectives of permitting ordinances and regulations.
2. Ability to communicate in a professional manner for all types of correspondence.
3. Ability to establish and maintain an effective working relationship with associates and the public.



4. Ability to answer inquiries and assist the general public in a courteous manner
5. Ability to understand and follow complex oral and written instructions.
6. Ability to understand and interpret construction plans
7. Ability to multi-task in a fast-paced environment

**EDUCATION AND EXPERIENCE:**

1. High School Diploma
2. Minimum of 5 years' experience in the administrative field and/or customer service
3. Construction background preferred

A comparable amount of training and experience may be substituted for the minimum qualifications

**PHYSICAL REQUIREMENTS:**

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

**SPECIAL REQUIREMENTS:**

In-house Zoning Exam Certification (must obtain within 1 year of employment as a Permit Technician I)

Ability to obtain and maintain a valid driver's license

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Human Resources: 3/2019, 12/2025

### **Easy Ways to Apply:**

1. Visit our website at <https://www.washco-md.net/jobs/>  
or
2. Complete and email an Application to [HR@washco-md.net](mailto:HR@washco-md.net)  
or
3. Complete and mail Application to:  
**Washington County Human Resources Department,  
100 W. Washington Street, Room 2300,  
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:**

**Thursday, December 18<sup>th</sup>, 2025 @ 4:00pm**