

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES**

Permit Technician

**MAJOR AGENCIES**

Transportation only

**SERIES NUMBER**

8457

**EFFECTIVE**

09/22/2013

**SERIES PURPOSE**

The purpose of the permit technician occupation is to review & approve oversize/overweight vehicle permits, excluding right-of-way use permits.

At the lowest level, incumbents are trained in procedures appropriate for assigned area.

At the middle level, incumbents independently process & approve permits for assigned area.

At the highest level, incumbents supervise lower-level permit technicians & office support staff.

**JOB TITLE**

Permit Technician 1

**JOB CODE**

84571

**PAY GRADE**

26

**EFFECTIVE**

03/26/1990

**CLASS CONCEPT**

The developmental level class works under general supervision & requires working knowledge of public relations in order to learn methods & procedures for reviewing & approving oversize/overweight vehicle permits in central office or oversize/overweight vehicle permits &/or right-of-way use permits in district office.

**JOB TITLE**

Permit Technician 2

**JOB CODE**

84572

**PAY GRADE**

30

**EFFECTIVE**

03/26/1990

**CLASS CONCEPT**

The full performance level class works under direction & requires considerable knowledge of laws & procedures governing issuance of oversize/overweight vehicle permits &/or right-of-way use permits in order to independently review & approve oversize/overweight vehicle permits in central office or oversize/overweight vehicle permits &/or right-of-way use permits in district office.

**JOB TITLE**

Permit Technician Supervisor

**JOB CODE**

84575

**PAY GRADE**

12

**EFFECTIVE**

09/22/2013

**CLASS CONCEPT**

The supervisory level class works under administrative direction & requires thorough knowledge of laws & procedures governing issuance of oversize/overweight vehicle permits, excluding preparation of permit applications for movement of superloads for consideration of review board, in order to supervise permit technicians & office support personnel in central office.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Permit Technician 1	84571	9	03/26/1990	26

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

In central office, learns methods & procedures for oversize/overweight vehicle permit approval by assisting higher-level permit technician in reviewing permit applications & recommends physical routing of vehicle on state highway system by interpreting various data (e.g., restricting vertical clearances, pavement type & conditions, traffic density), or in district office, assists higher-level permit technician 2 or permit supervisor in review of permit applications for oversize/overweight vehicles &/or right-of-way use for construction purposes to learn methods & procedures for permit approval & issuance & in addition to either option above, compiles gross & axle weight computations & performs field inspection on hauling equipment & loads to assure compliance with special hauling permit.

Assists in communications with engineering & district personnel, highway patrol, private citizens & company representatives regarding permit application & issuance procedures; participates in conferences or seminars; receives & notes public complaints.

Refers to manufacturer's equipment specifications to identify various hauling & construction equipment; updates maps, bridge capacity & over-pass structure heights; performs miscellaneous duties (e.g., maintains district maintenance management system forms, prepares purchase orders).

**MAJOR WORKER CHARACTERISTICS**

Knowledge of public relations; fractions, decimals & percentages; laws & procedures governing oversize/overweight vehicle permits\*; safety practices involved in routing oversize/overweight vehicles on state highway system\*; procedures governing right-of-way use permits & applicable safety practices\*. Ability to deal with problems involving several variables in familiar context; read blueprints & permit applications; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Formal education in arithmetic that includes fractions, decimals & percentages & in reading, writing & speaking common English vocabulary; 3 mos. trg. or 3 mos. exp. in public relations.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Not applicable.

**UNUSUAL WORKING CONDITIONS**

Requires travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Permit Technician 2	84572	9	03/26/1990	30

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

In central office, independently reviews & approves applications for special hauling permits for oversize/overweight vehicles on state highway system, assigns & approves routes for movement of oversize/overweight vehicles (e.g., calculates gross & axle weights to determine sufficient bridge rating & pavement type, determines whether route can safely accommodate vehicle with minimum traffic hazard, considering pavement widths, construction zone restrictions, traffic volume), responds to district requests for insurance verification & routing beyond district perimeters, identifies superload applications (i.e., over 120,000 pounds or over 14'-16" feet in height or over 14 feet in width) & refers, along with recommendations, to permit supervisor, authorizes emergency highway movement of non-superload oversize/overweight vehicles after working hours, on weekends & holidays & trains permit technician 1's in permit procedures & reviews work for accuracy when assigned, or in district office, independently reviews & approves special hauling permits for oversize/overweight vehicles on state highway system, routes movement of vehicles through district & contacts central office for routing beyond district perimeters &/or independently reviews & approves permit applications for right-of-way use for construction purposes & trains permit technician 1's in permit procedures & reviews work for accuracy when assigned & in addition to either option above, performs field inspection on hauling equipment & loads to assure compliance with special hauling permit.

Communicates with engineering & district personnel, highway patrol, private citizens & hauling company representatives regarding vehicle size & weight limits, permit application & issuance procedures & permit limitations & provisions; ensures lower-level permit technicians relay accurate information to public inquiries; performs field check (e.g., applications & plans, sees that signs are not posted or mining is not extended to within state right-of-way, issued permit specifications are followed).

Maintains maps & tabulations of vertical restrictions, bridge weight rating limitations, pavement widths, detours, construction zones & other highway information; documents daily work & activity reports; prepares correspondence; assigns log numbers to permit requests.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of public relations; employee training & development\*; laws & procedures governing oversize/overweight vehicle permits; safety practices involved in routing oversize/overweight vehicles on state highway system; procedures governing right-of-way use permits & applicable safety practices. Ability to deal with problems involving several variables in familiar context; calculate fractions, decimals & percentages; read blueprints & permit applications; gather, collate & classify information about data, people or things; maintain accurate records; handle sensitive inquiries from & contacts with officials & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

6 mos. trg. or 6 mos. exp. in laws & procedures covering type of highway permit(s) being issued (i.e., central office, oversize/overweight vehicle permit, or district office, oversize/overweight vehicle permit &/or right-of-way permit).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Not applicable.

**UNUSUAL WORKING CONDITIONS**

On call 24 hrs. day/7 days per week for routing of equipment in emergencies; requires travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Permit Technician Supervisor	84575	22	09/22/2013	12

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

In central office, supervises permit technicians & office support personnel assigned to permit section responsible for permit approval & issuance for oversize/overweight vehicles, including superload vehicles. Supervises others/performs reviews of a wide variety of road data (e.g., bridge load capacities & traffic patterns, load dispersion, axle weight, & anticipated surface conditions to determine route, escort requirements, speed limitations, traffic control, & time of move) & issues permits for safe movement of superloads including all related requirements. For superloads exceeding 200,000 lbs., coordinates with ODOT Structural Engineer, state highway patrol & high ranking truck company officials for permit approval. Monitors permit violations & suspends permit approvals for companies who are in violation of programs. Provides training to staff in permit application routing, move requirements & technical considerations unique to superload moves. Develops or assists in developing policy considering movement of superloads throughout the State of Ohio including load entry requirements, technical aspects of move (e.g., type of vehicle, axle loads, tire dispersement, insurance requirements, speed, route & timing of the move, need to close major highways) & coordinates policy implementation with other divisions of ODOT, ODPS, & trucking/permit service industry. Implements policy through review & approval of permit applications including policy exceptions when practical.

Develops programs, policies & procedures & provides technical advice; writes letters & other correspondence in response to technical questions concerning move to high ranking officials of trucking industry, legislators & other government officials; coordinates extremely large movements with district personnel & appropriate community officials.

Researches & responds to public inquiries & complaints; furnishes technical information to industry representatives for design of equipment; provides information to &/or coordinates programs with highway patrol, weigh station &/or PUCO personnel; reviews work of district permit technicians; recommends & assists in training programs. Oversees maintenance of permit records including superload documentation (e.g., photos, insurance, load escort, traffic closures, speed monitoring).

**MAJOR WORKER CHARACTERISTICS**

Knowledge of supervisory principles/techniques\*; employee training & development; laws & procedures governing oversize/overweight vehicle permits; safety practices involved in routing oversize/overweight vehicles on state highway system. Ability to define unusual problems, collect data, establish facts & draw complex conclusions; calculate fractions, decimals & percentages; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

12 mos. trg. or 12 mos. exp. in laws & procedures governing issuance of oversize/overweight vehicle permits; 6 mos. trg. or 6 mos. exp. in technical review of oversized/overweight permits; 3 mos. trg. or 3 mos. exp. in employee training & development; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Not applicable.

**UNUSUAL WORKING CONDITIONS**

Requires travel.