AUG 0 2 1987

NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Permit Technician 1	CODE: 84571C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under close supervision from permit supervisor, learns methods & procedures for approving/disapproving oversize/overweight vehicle permits by assisting permit technician 2 in review of permit applications for recommendation of physical routing & permit issuance in central office; or in district office assists 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;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	56-66	In central office, learns methods & procedures for oversize/overweight vehicle permit approval by assisting permit technician 2 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 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.	Knowledge of (1) laws & procedures governing oversize/overweight vehicle permits*, (2) safety practices involved in routing oversize/overweight vehicles on state highway system*, (3) procedures governing right-of-way use permits & applicable safety practices*; ability to (4) deal with problems involving several variables in familiar context, (5) calculate fractions, decimals & percentages, (6) read blueprints & permit applications, (7) gather, collate & classify information about data, people or things, (8) cooperate with co-workers on group projects.
2	8-18	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.	Knowledge of 1*, 2*, 3*, (9) public relations*; ability to 4, 7, (10) handle sensitive inquiries from & contacts with officials & general public.

*Developed after employment

(1196)

123:1-7-17

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary.	TRAINING & DEVELOPMENT:

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JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	21-31	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).	Ability to 7, (11) maintain accurate records.

123.1-7-17 (1197)

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

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